



Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of June 12, 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. Presentation by Cornerstone Theatre Arts' Director Ken Tschan & Artistic Director Evelyn Albino.

V. 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.

VI. Privilege of the floor

VII. Approval of Minutes

1. May 8, 2023 (Regular Board meeting)

[Action Item] RESOLVED that the Board approve the minutes of May 8, 2023.

VIII. Personnel Appointments – None.

IX. Finances

1. Financial report – Catherine Lemmer, Library Director

[Action Item] RESOLVED that the Board approve the financial report for May 2023.

2. Warrant Schedule for May 2023

[Action Item] RESOLVED that the Board approve the May 2023 warrant schedule.

3. [Action Item] 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.
4. [Action Item] 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.
5. [Action Item] RESOLVED that the Board appoint Linda Hannigan, CPA, as Library Treasurer.
6. [Action Item] RESOLVED that the Board enter into a contract with RW Schultz CPA for accounting services for fiscal year 2023-2024.
7. [Action Item] RESOLVED, that the Board approve the proposal from Knight Watch Security Systems.

X. Director's Report – Catherine Lemmer

XI. Committees Assignments

1. Standing Committees

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

2. Ad-hoc Committees

- A. Historical Society
- B. Bylaws/Policies

[Action Item] RESOLVED that the Board approve committee assignments for fiscal year 2023-2024.

XII. Reports from Partner Groups

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

XIII. New Business

1. [Action Item] RESOLVED that the Board approve the adoption of the Freedom of Information Law (FOIL) policy.
2. [Action Item] RESOLVED that the Board approve the adoption of the Credit Card policy.
3. [Action Item] RESOLVED that the Board approve the annual workers compensation policy with AmTrust Financial as prepared by the Jason D. Hoffman Insurance Agency, LLC.

XIV. Old Business

1. [Action Item] RESOLVED that the Board approve the Plan of Service for 2023-2025.

XV. Executive Session (for the purposes of discussing personnel matters).

XVI. Privilege of the floor

XVII. Adjournment

- [Action Item] RESOLVED that the Board adjourn.

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

Goshen Public Library and Historical Society
Board of Trustees Meeting
Draft

Meeting Minutes of May 8, 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 7:00pm on May 8, 2023.

Attendance

Board Members Present: Bill Troy, Bob Quinn, Heather LaBruna, Jim Tarvin, Emily Collado, Meghan Boroden, 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, Emily Collado. Approved 7-0-0.

IV. Privilege of the Floor: None.

V. Oath of Office – Trustees Bill Troy and Tina Fortugno.

VI. Approval of Minutes (Action Item):

RESOLVED that the minutes of April 10, 2023 (Regular Board Meeting) be approved. Motion, Bob Quinn. Second, Bill Troy. Approved 7-0-0.

VII. Personnel Appointments: None

VIII. Finances

1. Financial Report (Action Item): Presented by Catherine Lemmer. Catherine and Jack Denman are working on an updated presentation of the financial report which will come into effect next year. The generator project has been delayed until August 2023.

RESOLVED to accept the financial report. Motion, Bill Troy. Second, Jim Tarvin. Approved 7-0-0.

2. Warrant Schedule for April 2023 (Action Item)

RESOLVED to accept the warrant schedule for April 2023. Motion, Bob Quinn. Second, Heather LaBruna. Approved 7-0-0.

2. Warrant Schedule for May 1st – May 2nd, 2023 (Action Item)
RESOLVED to accept the warrant schedule for May 1st – May 2nd 2023. Motion, Bob Quinn. Second, Jim Tarvin. Approved 7-0-0.

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

Kathleen Welshoff is going to follow up on quotes for the curb installation and fresh paint for the parking spot lines in the parking lot. Sandra Delgado has been translating parts of the website to Spanish.

X. Committee Reports

1. Standing Committees
 - A. Physical Resources Committee: Meghan will follow up on the wood slab.
 - B. Community Resources Committee: No updates.
 - C. Human Resources Committee: No updates.
 - D. Sunshine Committee: Emily collected \$20 per person.
2. Ad-hoc Committees:
 - A. Historical Committee: Next meeting will be held on June 5th.
 - B. Bylaws/Policies: All policies will be gathered to be reviewed and brought to the June meeting.

XI. Reports from Partner Groups:

1. Friends' liaison – Bill Troy
Friends lecture series with Chuck Stead: "Ramapough Indians: Fact & Fiction" will take place on May 13th @ 10am. The book sale was held, and donations exceeded \$2000.00.
2. Junior Friends liaison – Jim Tarvin
The Junior Friends have been researching historical figures from Goshen and would like to exhibit the project in the library upon completion. Discussion is ongoing regarding offering a history camp during the summer.

XII. New Business:

1. Information: New state law re: volunteer firefighters & ambulance corps' tax exemption. The law was passed in December 2022 and needs to be done by December 2025. Further research is needed on the impact of an exemption.
2. Trustee Award Nomination: Meghan would like to nominate Norma Nunez-Langlois.
RESOLVED that the Board nominate Norma Nunez-Langlois for the Anthony J. Knipp Library Trustee Award 2023.
Motion, Jim Tarvin. Second, Heather LaBruna. Approved 7-0-0.
Meghan will email a written statement to the board regarding the nomination.
3. Cornerstone Theatre discussion: There is a meeting scheduled with Ken Tschan and Catherine on May 9th. Catherine will email a summary of the meeting

to the board. Jim raised the issue that there needs to be more collaboration reflected in the Library's relationship with Cornerstone.

XIII. Old Business

1. Personnel Policies Handbook:

RESOLVED that the board approve the Personnel Policies Handbook as amended. Motion, Emily Collado. Second, Bill Troy. Approved 7-0-0.

2. Strategic Plan – in progress.

XIV. Reorganization Resolutions

a. Designation of official banks:

RESOLVED that library funds be deposited in one of the following banks: Key Bank, Orange Bank, and Trust Company, and M&T Bank. Motion, Bob Quinn. Second, Bill Troy. Approved 7-0-0.

b. Designation of official newspapers:

RESOLVED that the newspapers of record are Goshen Independent and The Chronicle. Motion, Heather LaBruna. Second, Jim Tarvin. Approved 7-0-0.

c. Designation of official meeting day and time:

RESOLVED that the regular monthly meetings of the Board of Trustees will be held on the second Monday of each month at 7:00 p.m. Motion, Bill Troy. Second, Emily Collado. Approved 7-0-0.

d. Appointment of Attorneys:

RESOLVED that the Library use the resources of the law firm of J&G Law, LLP Attorney Ben Gailey, 158 Orange Avenue, Walden, as primary legal counsel for library matters and for instances in relation to the Goshen Central School District. Motion, Bill Troy. Second, Bob Quinn. Approved 7-0-0.

RESOLVED that the Library use the resources of Norton & Christensen Law Offices, 60 Erie Street, Goshen, where legal expertise is needed. Motion, Emily Collado. Second, Bob Quinn. Approved 7-0-0.

e. Appointment of nominating committee for slate of officers of the Board for 2023-2024.

RESOLVED that the Board appoint the nominating committee for officer positions. The two volunteers are Bob Quinn and Jim Tarvin. Motion, Bill Troy. Second, Jim Tarvin. Approved 7-0-0.

f. Appointment of Secretary Pro Tem (Action Item)

RESOLVED that the Board appoint Heather LaBruna as Secretary Pro Tem. Motion, Emily Collado. Second, Bob Quinn. Approved 7-0-0.

XV. Privilege of the Floor: Michelle Muller provided background on Cornerstone's name change.

XVI. Executive Session – Personnel

RESOLVED that the Board enter Executive Session at 8:00pm to discuss the employment history of a particular individual. Motion, Bill Troy. Second, Bob Quinn. Approved 7-0-0.

RESOLVED that the Board exit Executive Session at 8:36pm. No action was taken. Motion, Emily Collado. Second, Bob Quinn. Approved 7-0-0.

XVII. Privilege of the Floor: Michelle Mueller.

XVIII. Adjournment (Action Item)

RESOLVED that the meeting be adjourned at 8:36pm. Motion, Emily Collado. Second, Bob Quinn. Approved 7-0-0.

Next regular Board Meeting June 12, 2023

Respectfully submitted:

Mary C. Hoens

Clerk of the Board

Goshen Public Library and Historical Society

Statement of Activities

May 1 - 31, 2023 and YTD Jul 1, 2022 - May 31, 2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R	S
1				MONTH				YEAR TO DATE				FULL YEAR		FULL YEAR		
2				May 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	Income															
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	31,467	15,096	148%	34,328					
7	RCLS Grants			-	-	-	5,727	-	5,727		-					
8	Other Grants			-	-	-	44,487	-	44,487		-					
9	Library Charges			405	-	405	4,281	-	4,281		-					
10	Appropriated Reserve			-	-	-	61,502	61,502	-		153,908		40%	Appropriated for Generator		
11	Interest Income			-	8	(8)	1	92	(91)	1%	100					
12	Friends of the GPLHS			-	-	-	7,704	-	7,704		-					
13	Donations			-	-	-	150	-	150		-					
14	Miscellaneous Income			165	-	165	1,594	-	1,594		-					
15	Total Income			570	2,869	(2,299)	2,465,058	2,386,110	78,948	103%	1,986,541	494,844	99%			
16	Expense															
17	Total Salaries & Wages			79,097	77,972	(1,125)	865,557	896,682	31,125	97%	1,013,640	-	85%			
18	Employee Benefits															
19	FICA			4,801	4,791	(10)	52,474	55,101	2,627	95%	62,288					
20	Medicare			1,123	1,120	(3)	12,272	12,880	608	95%	14,560					
21	Worker's Compensation			-	1,114	1,114	6,061	12,249	6,188	49%	13,362					
22	Unemployment Insurance			569	841	272	7,983	9,248	1,265	86%	10,089					
23	Disability Insurance			(76)	787	863	5,103	8,657	3,554	59%	9,444					
24	Health Insurance			12,411	12,083	(328)	125,925	127,707	1,782	99%	145,000					
25	Retiree Health Insurance						5,210	5,210	-	100%						
26	Vision Care			52	-	(52)	509	-	(509)		-					
27	State Retirement			-	-	-	86,268	108,250	21,982	81%	108,250					
28	Direct Deposit Fees			175	-	(175)	1,447	-	(1,447)							
29	Total Employee Benefits			19,055	20,736	1,681	303,252	339,302	36,050	89%	362,993	-	84%			
30	Library Materials/Services															
31	Books - Adult			384	3,417	3,033	26,691	37,583	10,892	71%	41,000					
32	Books - Teen			39	500	461	2,575	5,500	2,925	47%	6,000					
33	Books - Juvenile			119	1,250	1,131	13,480	13,750	270	98%	15,000					
34	Books - Reference			-	250	250	1,955	2,750	795	71%	3,000					
35	Reference Databases			872	458	(414)	5,090	5,042	(48)	101%	5,500					
36	Serials			339	375	36	5,351	4,125	(1,226)	130%	4,500					
37	AV - Audio Books			-	833	833	2,642	9,167	6,525	29%	12,000					
38	AV - Audio Music			64	83	19	501	917	416	0%	1,000					
39	Museum Passes			525	92	(433)	2,682	1,008	(1,674)		1,100					
40	E Content			-	267	267	16,119	2,933	(13,186)		3,200					
41	AV			236	1,000	764	3,135	11,000	7,865	29%	12,000					
42	Total Library Materials/Services			2,578	8,525	5,947	80,221	93,775	13,554	86%	104,300	-	77%			
43	Building															
44	Equipment			-	1,000	1,000	819	11,000	10,181	7%	12,000					
45	Building Repairs/Improvements			2,330	1,333	(997)	14,751	14,667	(84)	101%	16,000					

Goshen Public Library and Historical Society

Statement of Activities

May 1 - 31, 2023 and YTD Jul 1, 2022 - May 31, 2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R	S
2				May 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	3,141	2,667	(474)	35,197	29,333	(5,864)	120%	32,000			Appropriated for Generator		
47			Insurance	-	3,833	3,833	34,892	42,167	7,275	83%	46,000					
48			New Building- Generator	-	-	-	61,502	61,502	-	100%	153,908					
49			Building Services	4,375	2,250	(2,125)	36,358	24,750	(11,608)	147%	27,000					
50			Custodial Services	-	333	333	3,221	3,667	446	88%	4,000					
51			Total Building	9,846	11,416	1,570	186,740	187,086	346	100%	290,908	-	64%			
52			Technology													
53			IT Services	-	-	-	39,871	-	(39,871)		-					
54			Computer Hardware	-	625	625	790	6,875	6,085	11%	7,500					
55			Computer Software	2,084	208	(1,876)	7,491	2,292	(5,199)	327%	2,500					
56			ILS	-	4,167	4,167	39,718	45,833	6,115	87%	50,000					
57			Total Electronic Resources	2,084	5,000	2,916	87,870	55,000	(32,870)	160%	60,000	-	146%			
58			Programs/Public Relations													
59			Newsletter, Program Flyers	204	917	713	1,120	10,083	8,963	11%	11,000					
60			Programs - Adult	1,004	1,292	288	14,402	14,208	(194)	101%	15,500					
61			Programs-Community Dev	-	-	-	10,000	11,000	1,000	91%	11,000					
62			Local History	-	433	433	5,540	4,767	(773)	116%	5,200					
63			Programs - Juvenile	736	1,333	597	8,896	14,668	5,772	61%	16,000					
64			Programs - Teen	733	250	(483)	2,630	2,750	120	96%	3,000					
65			Total Programs/Public Relations	2,677	4,225	1,548	42,588	57,476	14,888	74%	61,700	-	69%			
66			Administrative Expenses													
67			Telephone	806	858	52	11,794	9,442	(2,352)	125%	10,300					
68			Printing	1,673	500	(1,173)	9,091	5,500	(3,591)	165%	6,000					
69			Postage	-	250	250	1,228	2,750	1,522	45%	3,000					
70			Covid Supplies	-	417	417	26	4,583	4,557	0%	5,000					
71			Professional Services	2,996	2,917	(79)	31,016	32,083	1,067	97%	35,000					
72			Library Supplies	628	1,083	455	9,353	11,917	2,564	78%	13,000					
73			Copier Lease	250	183	(67)	2,250	2,017	(233)	112%	2,200					
74			Continuing Education	20	517	497	1,682	5,683	4,001	30%	6,200					
75			Election	-	-	-	2,601	5,800	3,199	45%	5,800					
76			Membership Dues	-	83	83	598	917	319	65%	1,000					
77			Miscellaneous Expense	-	458	458	3,289	5,042	1,753	65%	5,500					
78			Total Admin Expenses	6,373	7,266	893	72,928	85,734	12,806	85%	93,000	-	78%			
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			Total Expense	121,710	135,140	13,430	2,135,263	2,209,898	74,635	97%	1,986,541	494,844	86%			
83			Total Income	570	2,869	(2,299)	2,465,058	2,386,110	78,948		1,986,541	494,844	99%			
84			Net Ordinary Income	(121,140)	(132,271)	11,131	329,795	176,212	153,583		-	-				
85				Narrative:												
86			NO CAPITAL ACTIVITY	Operating budget is \$74,635 under YTD budget.												
87				Operating Revenue is \$1,970,214, 99% of annual budget												
88				Operating Expenses is \$1,640,419, 83% of annual budget (86% inclusive of Bond)												
89																

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

	A	B	C	D	E	F	G	K	L	M	N
1											
2						31-May-23					
3	ASSETS										
4	Current Assets										
5	Checking/Savings										
6	Cash - Key - Current year funds					244,177.12					
7	Cash - Key - 6/30/22 Balance					416,080.20					
8	Total Key Balance					<u>660,257.32</u>					
9											
10	Cash - Orange County Trust					5,395.21					
11	Petty Cash					99.25					
12	Total Checking/Savings					<u>665,751.78</u>					
13											
14											
15											
16											
17	Total Current Assets					<u>665,751.78</u>					
18	TOTAL ASSETS					<u><u>665,751.78</u></u>					
19											
20	LIABILITIES & EQUITY										
21	Liabilities										
22	Current Liabilities										
23	Accounts Payable					1,755.00					
24	Accrued Expenses					-					
25	Real Property Tax Advance										
26	Payroll Liabilities					7,359.09					
27	Total Other Current Liabilities					<u>9,114.09</u>					
28											
29	Total Liabilities					9,114.09					
30											
31	Equity (Total Assets less Total Liabilities)					<u>656,637.69</u>					
32											
33	TOTAL LIABILITIES & EQUITY					<u><u>665,751.78</u></u>					
34											

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 05/31/23

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

NO CAPITAL ACTIVITY

Goshen Public Library and Historical Society
Board Warrant Schedule May 9-June 2, 2023

5/18/2023	18403	Payroll		(129.77)
5/16/2023	18404	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen	(3,882.38)
5/16/2023	18405	Cengage Learning	Library Materials-Books Adult	(143.95)
5/16/2023	18406	GateHose Media New York Holdings	Administrative Expenses-Election	(360.59)
5/16/2023	18407	Lynn Banghart	Programs/ Public Relations-Juvenile Programs	(17.47)
5/16/2023	18408	Midwest Tape	Library Materials-AV	(122.45)
5/16/2023	18409	New York Deer Control, LLC	Building-Building Services	(105.00)
5/16/2023	18410	Norma Fives	Employee Benefits-Health Insurance	(607.95)
5/16/2023	18411	NYSEG	Building-Utilities	(42.60)
5/16/2023	18412	Orange Library Association	Administrative Expenses-Membership Dues	(20.00)
5/16/2023	18413	Quill Corporation	Administrative Expenses-Library Supplies	(36.17)
5/16/2023	18414	RCLS General	Electronic Resources-IT Services	(2,267.00)
5/16/2023	18415	Sam's Club	Administrative Expenses-Library Supplies	(177.23)
5/16/2023	18416	Shelterpoint	Employee Benefits-Vision	(70.04)
5/16/2023	18417	SRS Inc.	Programs/ Public Relations-Juvenile Programs	(4.49)
5/16/2023	18418	Straus Newspapers	Programs/ Public Relations-Juvenile Programs	(200.00)
5/22/2023	18419	Billco Landscaping Co.	Building-Building Services	(3,000.00)
5/22/2023	18420	Orange & Rockland	Building-Utilities	(3,097.98)
5/22/2023	18421	PN Fire & Burglar	Building-Building Services	(984.00)
5/22/2023	18422	Richard P Feingold	Programs/ Public Relations-Adult Programs	(250.00)
5/22/2023	18423	SRI Sprinkler LLC	Building-Building Services	(730.00)
5/22/2023	18424	NEC Cloud Communications	Administrative Expenses-Telephone	(536.11)
5/22/2023	18425	Void		-
5/22/2023	18426	Void		-
5/31/2023	18427	A Plus Striping Inc.	Building-Building Repairs	(1,600.00)
5/31/2023	18428	Bob Grawi	Programs/ Public Relations-Adult Programs	(350.00)
5/31/2023	18429	Carolyn Ivanoff	Programs/ Public Relations-Adult Programs	(125.00)
5/31/2023	18430	Cengage Learning	Library Materials-Books Adult	(136.78)
5/31/2023	18431	Cornell Cooperative Extension	Programs/ Public Relations-Adult Programs	(75.00)
5/31/2023	18432	Demco, Inc.	Library Materials-Books-Adult/Juvenile/Teen	(118.00)
5/31/2023	18433	Fox Ledge Inc.	Administrative Expenses-Library Supplies	(63.00)
5/31/2023	18434	Janice Vilardo	Programs/ Public Relations-Adult Programs	(475.00)
5/31/2023	18435	Karen Golding	Programs/ Public Relations-Juvenile Programs	(70.09)
5/31/2023	18436	Lowe's Business Account	Programs/ Public Relations-Adult Programs	(19.26)
5/31/2023	18437	Maybrook Wind Ensemble	Programs/ Public Relations-Adult Programs	(500.00)
5/31/2023	18438	Midwest Tape	Library Materials-AV/Audio Music	(177.91)
5/31/2023	18439	New York Deer Control, LLC	Building-Building Services	(105.00)
5/31/2023	18440	Patricia Foxx	Programs/ Public Relations-Adult Programs	(600.00)
5/31/2023	18441	Patsy Williams	Programs/ Public Relations-Adult Programs	(285.00)
5/31/2023	18442	RCLS General	Administrative Expenses-Library Supplies/Prof Services	(4,027.90)
5/31/2023	18443	Regina Hewitt	Programs/ Public Relations-Adult Programs	(75.00)
5/31/2023	18444	Robert W Schultz CPA	Administrative Expenses-Professional Services	(650.00)
5/31/2023	18445	Spectrum Business	Administrative Expenses-Telephone	(209.97)
5/31/2023	18446	Toshiba Financial Services	Administrative Expenses-Printing/Toshiba lease	(1,923.09)
5/4/2023	ACH DR	Internal Revenue Service	Employee Benefits-FICA/Medicare/Federal Taxes	(8,891.80)
5/4/2023	ACH DR	New York State Tax Dept	Employee Benefits-New York Taxes	(1,455.71)
5/4/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	(1,193.46)

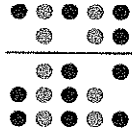
Goshen Public Library and Historical Society
Board Warrant Schedule May 9-June 2, 2023

5/5/2023	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	(13,511.91)
5/18/2023	ACH DR	Internal Revenue Service	Employee Benefits-FICA/Medicare/Federal Taxes	(8,825.02)
5/18/2023	ACH DR	New York State Tax Dept	Employee Benefits-New York Taxes	(1,441.71)
5/18/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	(1,193.46)
5/12/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	(211.09)
5/26/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	(211.09)
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)
6/2/2023	18447	Void		-
6/2/2023	18448	Void		-
6/2/2023	18449	Ann Roche	Employee Benefits-Health Insurance	(808.60)
6/2/2023	18450	M & T credit card	See attached	(3,660.96)
			Total	(81,133.59)

M & T credit card-May 2023

Adult Books	21.49	Amazon	
Adult Books	21.63	Amazon	
Total	43.12		
AV Video games	39.88	Amazon	
AV Video games	99.98	Amazon	
AV Video games	49.99	Amazon	
AV Video games	49.99	Amazon	
AV Video games	138.99	Amazon	
AV Video games	59.99	Amazon	
AV Video games	97.74	Amazon	
Total	536.56		
Building Services	286.00	Cubalmart	
Community Development	100.00	Goshen Chamber	
Computer Software	125.00	Techsoup	
Juvenile Books	11.34	Amazon	
Juvenile Books	546.80	Amazon	
Juvenile Books	14.99	Amazon	
Juvenile Books	51.25	Amazon	
Juvenile Books	17.99	Amazon	
Juvenile Books	10.72	Amazon	
Juvenile Books	10.03	Amazon	
Juvenile Books	9.99	Amazon	
Total	673.11		
Juvenile Programs	50.66	Amazon	Magic Tree House
Juvenile Programs	23.92	Amazon	Nature Gift Store
Juvenile Programs	79.98	Amazon	Squash mallow
Juvenile Programs	119.73	Amazon	Scratch sniff bookmarks
Juvenile Programs	9.98	Amazon	wood crafts
Juvenile Programs	141.96	Amazon	Painting kits, toy party favors
Juvenile Programs	34.97	Amazon	DIY dessert stickers
Juvenile Programs	32.47	Amazon	Party favors
Juvenile Programs	39.98	Amazon	Block pencils
Juvenile Programs	122.92	Amazon	Themed pencils , multicolor ballpoint pens
Juvenile Programs	51.77	Amazon	Spy notebooks
Juvenile Programs	24.07	Amazon	planting seeds, mini pizza boxes
Juvenile Programs	4.98	Amazon	seeds

Total	737.39		
Library Materials-AV	47.20	Franklin Sports Bocce sets	Library of things
Library Materials-AV	187.99	Franklin Sports Pickleball	
Library Materials-AV	34.99	World Magnet Party Game	
Total	270.18		
Administrative Expenses-Continuing Educat	600.00	NYLA - 6 employees	
Administrative Expenses-Memberships	179.00	Amazon Prime	
Total	779.00		
Library Supplies	19.60	Franklin Keyhook Rail	
Library Supplies	30.58	Employee handbook covers	
Library Supplies	60.54	Catherine Business cards	
Library Supplies	24.98	Window Stickers	
Total	135.70		
Total	3,660.96		



RWSCHULTZ
CERTIFIED PUBLIC ACCOUNTANT

May 31, 2023

To the Board of Trustees of
Goshen Public Library and Historical Society
Goshen, NY 10924

This letter is to confirm our understanding of the terms and objectives of this engagement and the nature and limitations of the services we will provide.

We will perform the following services:

We will provide biweekly accounting services consisting of the following:

- Review disbursements for agreement with underlying invoice, proper classification and approvals
- Review employee time sheets and agree to QuickBooks records

We will provide monthly accounting services consisting of the following:

- Prepare monthly bank reconciliations
- Review account balances for unusual items
- Recommend budget modifications as necessary

We will provide quarterly accounting services consisting of the following:

- Prepare quarterly payroll reports from QuickBooks records
- File quarterly payroll reports with appropriate governmental agencies

We will provide the following annual accounting services consisting of the following:

- Year-end accounting
 - Examine supporting documentation for balance sheet accounts, including any accounts receivable and payable balances
 - Perform an analytical review of revenues and expenses, including
 - Reconcile salary expense to four quarters reports
 - Reconcile retirement expense to OSC reports
 - Perform an analytical review of the budget comparison report
 - Discuss any noted anomalies of significance with Library management
- Review inputted salary in QuickBooks for agreement with authorized salaries per budget
- Prepare the Annual Update Document (AUD) from QuickBooks records, as adjusted
- File the Annual Update Document (AUD) with the NYS Office of the State Comptroller
- Prepare W2s & W3, 1099s & 1096 on calendar year basis from QuickBooks records
- File W2s & W3, 1099s & 1096 on calendar year basis with appropriate governmental agencies
- Respond to general accounting questions, whether in-person, by telephone or email on an as needed basis

Our fee for these services is billed on a monthly basis at a rate of \$675.00 per month. An invoice for these fees will be rendered monthly and is payable upon presentation.

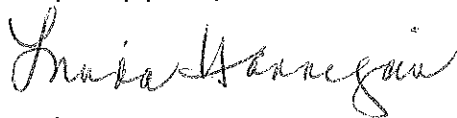
Any additional services requested by the Library outside of those described above would be billed separately at our municipal rates, \$125-\$250 per hour depending on the staff involved.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our services that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our services regarding illegal acts that may have occurred, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

You are responsible for making all management decisions and performing all management functions, and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the copy of this letter in the space provided and return it to us.

Very truly yours,

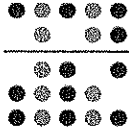


Linda M. Hannigan, CPA

Acknowledged:

Goshen Public Library and Historical Society

Date



RWSCHULTZ
CERTIFIED PUBLIC ACCOUNTANT

May 31, 2023

To the Board of Trustees of
Goshen Public Library and Historical Society
Goshen, NY 10924

This letter is to confirm my understanding of the terms and objectives of this engagement and the nature and limitations of the services I will provide.

I will accept the appointment by the Board of Trustees of the Goshen Public Library and Historical Society to be the Treasurer of the Society and perform the duties of the Treasurer as outlined in Section 4 of the Society's by-laws. Such duties shall also include attendance at Board meetings at the request of the Board or the Executive Director. Performance of these duties are covered in the separate accounting services engagement letter.

You are responsible for making all management decisions and performing all management functions, and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

The fee for these services would be billed through the firm, and as discussed, would \$250 per meeting and is payable upon presentation. Any special projects fees would be determined on a per project basis.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the copy of this letter in the space provided and return it to us.

Very truly yours,

Linda M. Hannigan, CPA

Acknowledged:

Goshen Public Library and Historical Society

Date _____

Knight Watch Security Systems
P.O. Box 4029
Middletown, NY 10941



Proposal # 2nd

Date of Proposal: 01/02/23

Proposal Number:

Customer Number: 1983

Goshen Public Library
366 Main Street
Goshen, NY 10924

The terms of this proposal are valid for 30 days from the date shown above.

Knight Watch Security Systems

For Any Questions Call 845-692-2045

Hereby Submits Specification and Estimate for:

1983 Goshen Public Library @ 366 Main Street		
<u>Quantity</u>	<u>Description</u>	<u>Amount</u>
1	NEW CAMERA SYSTEM	
	Avycon 32 Channel Hi-Def NVR w/ Analytics	1900.00
*22	Avycon Hi Def 4MP IP Cameras (INDOOR)	6930.00
*2	Avycon 16 Port POE Camera Switches	1640.00
*5	Boxes Cat6 Puenum Cable	2650.00
*6	Avycon Hi Def 4MP IP Cameras (OUTDOOR)	1890.00
*	Installation & Setup	4940.00
	** Note: Changes to ORIGINAL Proposal ADDED Two (2) INDOOR Cameras ADDED Six (6) OUTDOOR Cameras ADDED One (1) Box of Cable CHANGED Switches from 24 Port to Two 16 Port	
	<i>Accepted by:</i>	<i>date:</i>
	05/05/2023	REVISED
	Complete in accordance with above specifications for:	\$19,950.00
	If you have any questions regarding this proposal please call us at (845)692-2045	



**Board of Trustees
June 12, 2023 Board Meeting**

May 2023 Library Report to the Board of Trustees

Select Statistics

During May 7,457 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 2,300 visitors to the Library’s website alone! The Library issued 40 new library cards, bringing the total number of cardholders to 6,934.

Programs

In May 2023, the Library hosted/sponsored 79 Library programs that drew over 449 participants. These programs included early childhood development and literacy programs, YA activities, book clubs, lectures, movement classes, and art and educational programs. Another 182 participated in asynchronous YA and youth programs.

The YA Department continues to have strong attendance at the weekly chess club and is gearing up for the summer teen volunteer service hours program. The coordinated promotion between the Friends Lecture Series and the Adult Department around history concluded with good attendance at the Dr. Stead lecture on June 13. Youth Services is in full planning move for Summer Reading and the related school classroom visits. The attached Department Reports from Adult Services, History Room, YA/Teen, and Youth Services detail the activities.

Marketing

Since the end of April, 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. The Summer Reading press release will go out next week to align with the opening of registration. We are always looking for authors and ideas!

Topic of Article	The Chronicle	The Independent
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

[Episode 8 of the FloGos Podcast](#) a joint production about the programming, services, and resources at Florida Public Library and the Library is now available for your listening pleasure.

Circulation

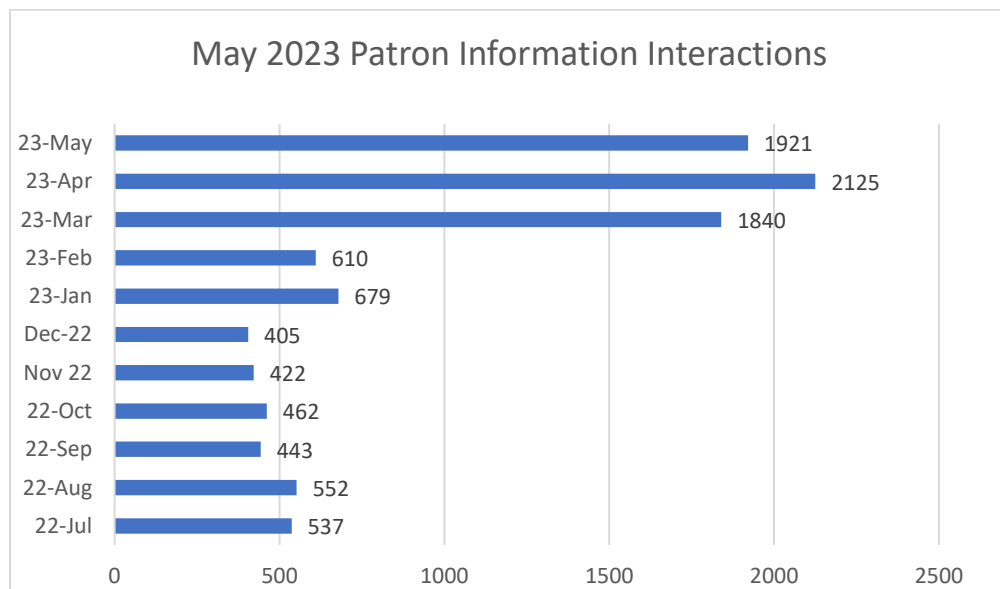
Library cardholders have access to nearly 400,000 print, physical resources such as dvds, cds, games, and e-resources in our Library alone, and hundreds of thousands more through the RCLS consortium.

In May 2023, 9,645 items (7,575 physical and 2,070 digital) were checked out by Library users. Goshen card holders borrowed 1,683 items from the other 46 RCLS consortium libraries. Year to date, 105 museum passes, providing free or reduced access to ten different museums attractions, and 73 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. In addition to the bookmark created by the Adult Services team, an article about this collection has been sent to both *The Independent* and *The Chronicle*.

The Library will go live with the Aspen Discovery Service on June 20, 2023. Michelle Muller, Assistant Director/Head of Youth Services, is leading this project. Aspen is a 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 May 2023, there were 1,921 patron reference, readers advisory, technology, and library resources and services questions (excludes directional questions). The History Room fielded 31 historical research inquiries and hosted visitors from New York, New Jersey, and North Carolina. 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. For example, the *Coursera Online Learning* database provides access to 4,000 courses from remote team management to project management to programming classes (JavaScript, Python, etc.) to Google IT professional certifications. Tutor.com went live on May 1. This database provides live tutoring between the hours of 3:00 and 10:00 pm and other educational support. Karen Golding, YA Librarian, is hosting an evening program about tutor.com in June.

Digital Access Services

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

- In May 2023, there were 6,042 Wi-Fi sessions, or an average of 195 per day. The highest usage day was May 1 with 253 sessions.
- In May 2023, there was a total of 1,543 Patron Desktop sessions. This includes the computers in Adult, YA/Teen, and Youth. There is no charge to use the computers and guest passes are available to individuals without library cards. In May, the Library issued 135 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 April, the Library's study and meetings rooms were used 240 times.

The following shows the use over the current fiscal year:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Study Rooms	114	137	130	134	130	121	154	143	183	184	184
Meeting Rooms	3	12	6	5	12	6	11	15	21	47	66
Community Room	4	2	5	7	3	5	7	12	15	9	9

Community Partnerships and Projects

- Cornerstone Theatre Arts produced "Two Across" with support from the Library. In June, the production is "Love Letters."
- The Library plans to have a booth on Saturday of Great American Weekend to issue library cards and share information about the Library and its resources, services, and programs.
- Catherine Lemmer, Library Director, met with Joint Parks & Rec Commission Chair Salvatore LaBruna, and Trustee Heather LaBruna to learn more about the Salesian Park ruins project.

- Catherine Lemmer, Library Director, met with Assemblyman Brian Maher on May 25, 2023 to discuss technology needs and strategies, as well as censorship issues in public libraries.

General Operations

- On May 17, the Library requested a refund of \$1,016 from the Village Planning Board to close out the Library's escrow account.
- On May 18, Ruth Mallard, Head of Adult Services, and Catherine Lemmer, Library Director, had a half-day meeting with Stephen Hofer, RCLS Chief Financial Officer, to discuss services and related costs provided by RCLS to the Library.
- On June 6, June Gustavo Lopez, Facilities, and Catherine Lemmer, Library Director, had a half-day meeting with John Hurley, RCLS IT Manager and Network Administrator, to deaccession obsolete computer hardware and discuss the Library's current network and equipment and future needs and strategies.

Personnel Matters

- On May 23, the Library invited its health insurance consultant Susan B. Perry, Financial Planner, and her partner to meet with Library staff to explain the Oxford Health Insurance Plan.
- The Library reached out to TIAA to schedule meetings with those staff that wish to learn more about this retirement planning option.
- Erica Gati, HR, and Catherine Lemmer, Director, attended a half-day annual training session on Civil Service hosted by the Orange County Department of Human Resources.
- The Library requested, received, and reviewed bids for the 2024 Workers Compensation coverage from Utica National, as prepared by Hub International Northeast LmTD, New City, NY, and AmTrust as prepared by Jason D. Hoffman Insurance Agency, LLC, Goshen, NY. The Library recommends the Library proceed with the AmTrust proposal. As proposed, there is a \$173 premium increase for next year.

RCLS/Consortium Matters

- The Library submitted the 2022 family program "Baseball at the Orange County Driving Park: Celebrating the History of Baseball and Harness Racing in Goshen, NY" for consideration for the Randall Enos Member Library Program of the Year Award 2023. The award winner will receive a \$500 check and be celebrated at the RCLS Annual Meeting on September 8, 2023 at the Palacio Conference and Event Center, Goshen, NY.
- The Library Director attended the April 14, 2023 Construction Aid Workshop. The next grant cycle application is due on August 1, 2023. Kathleen Welshoff, Business Affairs, and the Library Director will attend the June 16, 2023 mandatory applicant workshop. See discussion below regarding security systems.

- On May 9, Catherine Lemmer, Library Director, attended the RCLS IT Innovation Committee that discussed how libraries can effectively use and respond to AI.
- On May 16, Catherine Lemmer, Library Director, attended the Director's quarterly legal session that covered personnel and policy matters.
- The Library hosted the RCLS Teen Librarians Annual Meeting and Luncheon on June 5, 2023 and the Director's Association Censorship Committee on June 7, 2023.

Building and Facilities Issues

- To receive the remaining \$8,650 under the \$173,000 Division of Library Development (DLD) grant disbursement, the Library is required to show expenditures of \$173,000. The final cost of the generator is anticipated to be approximately \$153,834, leaving a balance of around \$19,000. To fill the gap, the Library recommends proceeding with the previously discussed security camera project in the third/fourth quarters of 2023. The Library received bids and conducted onsite interviews with three security camera vendors. After checking vendor references, the Library recommends proceeding with the proposal from Knight Watch Security Systems in Middletown, NY. The proposal provides for a camera system with 22 interior and 6 exterior cameras including installation labor at prevailing wage at a cost of \$19,950.
- Generator installation is now scheduled for August 2023. Kathleen Welshoff, Business Affairs, is preparing a project amendment request for the Division of Library Development (DLD) regarding the addition of the security camera system to the project. As noted above, the outstanding (remaining) grant award is \$8,650.
- On May 17, 2023, the painting of lines, arrows, and disabled parking designations in the parking lot was completed at a cost of \$1,600.
- Allegro Landscaping completed the spring clean-up and mulching of the Library gardens. Wickes Arborists and NY Deer Control have been onsite to do their assessments and treatments of plant materials. As a donation, Connor Smith with Wickes Arborists, pruned the young trees for the first time now that they are age appropriate. Watering is essential as we move forward into drought conditions.

Correspondence

Monthly correspondence attached.

- Alan J. Sorensen, AICP, Commissioner of Planning, Orange County (June 6, 2023)
- James D. O'Donnell, Orange County Legislator 21st District (June 6, 2023)
- Senator James Skoufis (June 6, 2023)
- Henry Christensen, Norton & Christensen (June 8, 2023)

Adult Services Monthly Report

May 2023

Programs

449 patrons attended our various May programs, from spelling bees to watercolors to history lectures. The highlight of the month was the 197 attendees at the last two weekends of the library sponsored play *2 Across*.

5/4	Star Wars Spelling Bee	6
5/5	GPL Cookbook Club	14
5/5	<i>2 Across</i> , a production of Cornerstone Theatre Arts	25
5/6	GPL Saturday Book Club	13
5/6	<i>2 Across</i> , a production of Cornerstone Theatre Arts	36
5/7	<i>2 Across</i> a production of Cornerstone Theatre Arts	50
5/9	Watercolor with Pat Foxx - "Butterflies"	14
5/11	The Women Air Force Service Pilots of WWII	19
5/12	<i>2 Across</i> , a production of Cornerstone Theatre Arts	26
5/13	Friends' Lecture Series with Chuck Stead: "Ramapough Indians: Fact & Fiction"	50
5/13	<i>2 Across</i> , a production of Cornerstone Theatre Arts	20
5/14	<i>2 Across</i> , a production of Cornerstone Theatre Arts	40
5/15	Adult Virtual Jackbox Program	7
5/17	Wood Planter Box	10
5/18	Acting Improv	5
5/20	Video Game Club	5
5/22	GPL Mystery Book Club	8
5/23	Watercolor with Pat Foxx - "Birds"	10
5/25	Anime (Dragon Ball) Club	5

Looking Ahead

Outdoor movies are back for the summer, starting June 27 with *The Lego Movie*.

June 10 we'll be hosting the Maybrook Wind Ensemble for a concert on the patio/lawn. A local group of 30-40 volunteer, advanced level musicians, the Maybrook Wind Ensemble loves to bring live music to the Hudson Valley.

Our second ever craft supply swap will be held June 28. Patrons may drop off anything they would like to swap at the reference desk throughout the month. On the 28 everyone is welcome to come pick out some new-to-them craft supplies.

Submitted,

Ruth Mallard

LOCAL HISTORY ROOM
STATISTICS FOR THE MONTH OF MAY 2023

EMAILS	4
TELEPHONE	7
VISITORS	20

The room was open of May 13 following the Friends of the Library lecture on the Ramapough Indians by Chuck Stead. Some people were never in this room and were surprised to see our artifacts and documents (Original Indian deeds, Hamilton Letter etc.). Some returned another day and I gave them a tour of our other documents. Other visitors came from North Carolina, New Jersey, upstate New York. Mostly working on genealogy. Others interested in original documents about Captain John Wood, captured during the Battle of Minisink; obituaries; more history about Goshen sports. I opened the room for someone researching the Revolutionary War. (DAR) on Friday May 12.

Cataloging our artifacts is ongoing.
Obituaries being indexed.

Our historical committee is considering writing a journal.

Local History Room Polices and Procedures Manual is being updated.

Submitted by:

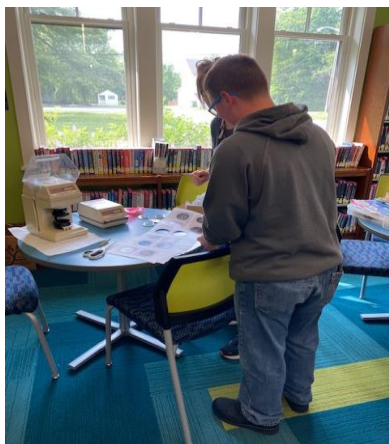
Ann Roche

YA Programming Report May 2023

Chess club continues to be well attended. This month we moved around a bit due to some program overlap with adult services. One week we hosted the chess games in one of our meeting rooms and outside. On another week we were fortunate to have access to the children's activity room and were able to have our games in there. The attendees are always very flexible and are just happy to have a place to play. We also continue to see new faces as word of the club spreads. Our instructor is always happy to welcome newcomers and introduce them to the game if they are still learning. He is very patient and encouraging as he teaches them the finer points of the game. We have also begun welcoming scouts who are looking to earn their chess badge. They must attend 10 sessions and then they will be tested on their knowledge. This was arranged through Kate Schmidt.

We also held a very successful babysitting class this month which was attended by 20 teens. Our presenter, Denise Schirmer, taught them all that they need to know to be good babysitters, then tested them and gave each attendee a completion certificate at the end of the program. We have hosted this program multiple times in the past and it is always well received and requested. We look forward to hosting it again in the future.

In addition to chess and babysitting, we also had a fun button making program, a clay trinket dish making program and a movie. These were all well received, especially the button making program. We borrowed the button machine from RCLS and the kids were able to use their own designs to make buttons for themselves. It is a great creative exercise and the machine makes the buttons quickly and easily. The kids had lots of fun and made some very creative buttons.



Youth Services Monthly Report
May 2023

May always brings spring to a fun end before we run full speed into summer. In addition, to our popular playdate style of early literacy programs, we also held some after school fun. We still find “drop in” programming to be the way to go especially when dealing with springtime weather and sports. We also played foster parent to some caterpillars who eventually turned into 9 painted lady butterflies. We answered 741 questions including reference/reader’s advisory/programming inquiries and 55 directional questions.

Program Attendance:

Wee Read Playdates Monday at 10am

5/01 10 attendees
5/08 8 attendees
5/15 6 attendees

Garden Good Guys with Miss Lynn at 4:30pm

5/01 4 attendees
5/08 2 attendees

Circletime Playdate: Mondays at 11am

5/01: 10 attendees
5/08: 12 attendees
5/15: 10 attendees

Toddletime Playdate: Tuesday & Wednesdays at 10am

5/02 & 5/03: 29 attendees
5/09 & 5/10: 32 attendees
5/16 & 5/17 30 attendees

Cheesy Tuesdays with Geronimo Tuesdays at 5pm (22 pre-registered)

5/02 10 attendees
5/09 7 attendees
5/16 6 attendees

Art of Friendship with Miss Maggie Wednesdays at 5pm

5/03 6 attendees
5/10 5 attendees

Preschool Playdates: Thursdays at 10:30am

5/04: 12 attendees
5/11: 06 attendees
5/18: 12 attendees

Adaptive Storytime Thursday at 9:30am

5/04 4 attendees
5/11 2 attendees

Love My Library Storytime: Fridays at 11am

5/05 27 attendees

5/12 32 attendees

5/19 24 attendees

5/26 36 attendees

Specials:

Rainbow Friends Reading Challenge (April-May): 95 registered

Dragons Love Tacos Children's Book Week Celebration: 10

Plant a Pizza Garden: 10 participants

Children's Book Week Challenge: 9 with 49 earned badges

Growing Readers Beanstack Challenge: 22 participants with 156 earned badges

Love Your Library Beanstack Challenge: 8 participants with 20 earned badges

Take and Makes

LOL : 25 kits each week

Children's Book Week 60 bookmark worksheets

Program Extras each week plus worksheets

Databases:

AWE Stations: 1,108

National Geographic Kids: April numbers: 12

Future Plans and Ideas:

We have our schedule set for visiting Grades K-2 at the Scotchtown Avenue School from June 5-9 and the Goshen Intermediate School from June 12-16. We are looking forward to sharing this year's summer reading theme with the kids and going to start working together right away solving book cover puzzles as the basis for presentation. June 23rd will be here before we can say "All Together Now" and we have had all the volunteers who have been coming in before the end of school stuffing registration bags, folding brochures and created the Together Tokens which will be this year's store currency. We have two author visits, a live theater production, a Locked in the Library Family Game Night, a new twist on Bingo and a fantastic Field Day Finale all coming in the 6 weeks of July and August. And those are just the specials!

If we take a peak past our exciting summer and look toward Fall, we will be setting up visits again with our first graders to get them library cards for Library Card Sign Up month.

Michelle Muller, Head of Youth Services



COPY

June 6, 2023

Senator James Skoufis
45 Quaker Avenue
Suites 202 & 207
Cornwall, NY 12518-2146

Re: Bullet Aid 2023 Library Grant

Dear Senator Skoufis,

On behalf of the Goshen Public Library & Historical Society and the communities we serve, I write to thank you for securing \$7,000 in Legislative Initiative Funding (Bullet Aid) to support our work in addressing our community's digital literacy needs. In May over 7,400 individuals visited our library for materials, resources, programs, or as a place to study, hold a meeting, or join a conversation. Your advocacy and continued commitment to community libraries is essential to support the vital services in life-long education, employment assistance, and information and digital literacy we provide to those we serve.

The Bullet Aid funds will go to support our technology needs, enabling the Library to fund Wi-Fi access, public access computers, and a range of electronic databases, including employment and educational support databases. In May 2023, over 50 individuals a day used the Library's public computers to access the internet and other electronic resources. Also in May, over 6,000 individuals, or 195 a day, used the Library's Wi-Fi network.

We cordially invite you to visit Goshen Public Library & Historical Society when you are next in the area.

Thank you again for your ongoing support of our libraries and library systems. Your support is greatly appreciated by the Library Board, staff, and our community.

Regards,

Catherine A. Lemmer, Library Director

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

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



COPY

June 6, 2023

Alan J. Sorensen, AICP
Commissioner of Planning, Orange County
1887 County Building
124 Main Street
Goshen, NY 10924

Re: 2023 Orange County Contract Library Grant

Dear Commissioner Sorensen,

Thank you for your continued support of the grant funding for telecommunications/IT/library operations for the public libraries of Orange County. This year the Goshen Public Library & Historical Society was honored to receive \$3,382 as the first installment from the 2023 Orange County Contract grant fund.

These funds go to support our technology needs, enabling the Library to fund Wi-Fi access, public access computers, and a range of electronic databases, including employment and educational support databases. In May 2023, over 50 individuals a day used the public computers to access the internet and other electronic resources. During the month of May, over 6,000 individuals, or 195 a day, used the Library's Wi-Fi network.

The Library was a lively and busy place in May, with over 7,400 visitors using the Library for materials, resources, programs, or as a place to study, attend a meeting, or join a community conversation. In May, the Library hosted 79 library programs attended by over 1,000 residents and our meeting rooms and study rooms were used 259 times. Your financial support helps ensure the Library continues to be a vibrant and innovative community resource.

Your continued support enables the Library to provide outstanding Library resources, services, and materials and is greatly appreciated by the Library Board, staff, and our community. Thank you again.

Regards,

Catherine A. Lemmer, Director

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

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



COPY

June 6, 2023

James D. O'Donnell, Representative
Orange County Legislator 21st District
124 Main Street
Goshen, NY 10924

Re: 2023 Orange County Contract Library Grant

Dear Mr. O'Donnell,

Thank you for your continued support of the grant funding for telecommunications/IT/library operations for the public libraries of Orange County. This year the Goshen Public Library & Historical Society was honored to receive \$3,382 as the first installment from the 2023 Orange County Contract grant fund.

These funds go to support our technology needs, enabling the Library to fund Wi-Fi access, public access computers, and a range of electronic databases, including employment and educational support databases. In May 2023, over 50 individuals a day used the public computers to access the internet and other electronic resources. During the month of May, over 6,000 individuals, or 195 a day, used the Library's Wi-Fi network.

The Library was a lively and busy place in May, with over 7,400 visitors using the Library for materials, resources, programs, or as a place to study, attend a meeting, or join a community conversation. In May, the Library hosted 79 library programs attended by over 1,000 residents and our meeting rooms and study rooms were used 259 times. Your financial support helps ensure the Library continues to be a vibrant and innovative community resource.

Your continued support enables the Library to provide outstanding Library resources, services, and materials and is greatly appreciated by the Library Board, staff, and our community. Thank you again.

Regards,

Catherine A. Lemmer, Director

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

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



June 8, 2023

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

Dear Mr. Christensen,

Thank you for your continued and generous support of the Big Band Sound Orchestra concert. This beloved community event is scheduled on the library patio at 6:00 pm, Saturday, August 5, 2023.

The Goshen Public Library & Historical Society is a lively and busy community place. In May, over 7,400 visitors used the Library for computer and wi-fi access, materials, resources, and programs, or as a place to study, attend a meeting, or join a community conversation. In May, over 1,000 individuals attended one of the Library's 79 programs and the Library's meeting rooms were used 259 times. Your financial support helps ensure the Library continues to be a vibrant and innovative community resource.

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

Regards,

Catherine A. Lemmer, Director

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

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

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

Freedom of Information Law (FOIL) Policy

The purpose of this policy is to provide information and guidance for a member of the public to access records of the Goshen Public Library & Historical Society, Goshen, NY (the "Library") with a Freedom of Information Law ("FOIL") request.

The Library will furnish the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90 of the Public Officers Law). FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <https://www.dos.ny.gov/coog/index.html>.

Designation of Records Access Officer

The Business Office Assistant is designated as the Library's "Records Access Officer" and shall be identified as the Records Access Officer in materials provided to the public.

The Records Access Officer shall:

- Ensure the Library appropriately responds to public requests for access to Library records within five (5) business days of the receipt of the request.
- Receive and process requests for access to Library records in the manner prescribed by the law.
- Maintain Library governance records for public inspection upon request.

Requests for Public Access to Library Records

All requests for records must be in writing and include the requestor's contact information in order to respond to the request.

All requests must include a detailed description of the records being sought, including, but not limited to, dates, titles, file designations, or any other information that will assist the Library in locating the requested records.

A request can be submitted by:

1. Emailing the Library Records Access Officer at kcw@goshenpubliclibrary.org with an email cc: to clemmer@rcls.org using the subject line FOIL Request;
2. Faxing the request to 845.294.7158, Attn: Library Records Access Officer (Business Office); or
3. Mailing it to the Library Records Access Officer to the following address:
Goshen Public Library & Historical Society
366 Main Street, Goshen, NY 10924
ATTN: Library Records Access Officer (Business Office)

Response To Requests For Public Access To Library Records

Within five (5) business days of the receipt of a compliant written request, the Library will:

1. Furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the information will be made available; or
2. Deny access in writing and state the basis for denying access. A denial of access to any record will be sent in writing and will summarize the reason for the denial.
3. If the Library does not respond to a request made by email within five (5) business days, please re-submit the request via fax at 845.294.7158. Attn: Library Records Access Officer (Business Office).

Appealing A Denial of Public Access To Library Records

The Library Director is designated as the Library's "FOIL Appeals Officer."

All appeals of a denial of a request for Library records must be submitted in writing within 30 days of the denied request to the FOIL Appeals Officer and include the requestor's contact information in order to respond to the request.

All appeals must include the date of the original FOIL request, a detailed description of the records that are being sought, including but not limited to dates, titles, file designations, or any other information that will help the Library find the requested records, and the reason provided for the denial.

The FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is completed with a determination as to whether the requested records were adequately withheld or must be released.

Copies of all appeals and the determinations will be sent by the Library to the Committee on Open Government in accordance with Section 89(4)(a) of the Public Officers Law.

An appeal can be submitted via:

1. Emailing the Library FOIL Appeals Officer at *clemmer@rcls.org* with an email cc to: *kcw@goshenpubliclibrary.org* using the subject line FOIL Request; or
2. Faxing it to (845)243-3739, ATTN: FOIL Appeals Officer (Business Office); or
3. Mailing it to the Library FOIL Appeals Officer to the following address:
Goshen Public Library & Historical Society
366 Main Street, Goshen, NY 10924
ATTN: FOIL Appeals Officer (Business Office).

Fees

The Library reserves the right to charge the requestor for costs following Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.

Credit Card Use Policy

The Goshen Public Library & Historical Society (the "Library") uses commercial credit cards (the "GPL&HS Credit Card") to expedite operations, take advantage of sales tax exemptions, reduce the use of petty cash and staff reimbursements, and to simplify purchasing and accounting procedures.

The GPL&HS Credit Card is intended to facilitate the purchase and payment of materials for the conduct of Library business only. Improper use, including personal use, of the GPL&HS Credit Card will subject the user to disciplinary actions, up to and including termination of employment.

The Business Office shall maintain a list of the GPL&HS Credit Cards issued to each individual and shall request that the card(s) be returned upon termination of the employment relationship. All GPL&HS Credit Card purchases made by the cardholder must be accounted for prior to the last of employment.

The Library Director will be the authorized administrator on the GPL&HS Credit Card and will be responsible for:

- approving authorized users;
- setting individual credit limits; and
- terminating users and notifying the issuer to cancel cards.

All authorized users will be required to sign a credit card user agreement.

Commercial Insurance Proposal

Prepared for:

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

Presented by:

Jason D. Hoffman Insurance Agency, LLC
301 Main Street, 2F
Goshen NY 10924

Proposal Date: 5/31/2023

Presented by:
 Jason D. Hoffman Insurance Agency, LLC
 301 Main Street, 2F
 Goshen, NY 10924

Commercial Insurance Proposal
 Proposal Date: 5/31/2023
 MAC Account # 31772531



PREMIUM SUMMARY

Coverage	Premium
Workers Compensation	\$8,173.00
Fees	\$0.00
Proposal Total	\$8,173.00

*When applicable, terrorism and taxes are included in the total.

Quote	Issuing Carrier	Quote Type	Bill Type	Pay Plan
10003459	Technology Insurance Company, Inc. Term: 7/1/2023 - 7/1/2024 Quote Status: BIND ELIGIBLE	Workers Compensation	Direct Billed	10 Monthly Installment

PAYMENT INSTALLMENT SCHEDULE

Quote	Workers Compensation	Installments	Invoice Date	Due Date	Premium	Surcharge	Amount
10003459	Workers Compensation	Downpayment	6/1/2023	7/1/2023	\$746.00	\$74.00	\$820.00
		Installment 1 of 9	7/12/2023	8/1/2023	\$744.00	\$73.00	\$817.00
		Installment 2 of 9	8/11/2023	9/1/2023	\$744.00	\$73.00	\$817.00
		Installment 3 of 9	9/11/2023	10/1/2023	\$744.00	\$73.00	\$817.00
		Installment 4 of 9	10/12/2023	11/1/2023	\$744.00	\$73.00	\$817.00
		Installment 5 of 9	11/10/2023	12/1/2023	\$744.00	\$73.00	\$817.00
		Installment 6 of 9	12/12/2023	1/1/2024	\$744.00	\$73.00	\$817.00
		Installment 7 of 9	1/12/2024	2/1/2024	\$744.00	\$73.00	\$817.00
		Installment 8 of 9	2/9/2024	3/1/2024	\$744.00	\$73.00	\$817.00
		Installment 9 of 9	3/12/2024	4/1/2024	\$744.00	\$73.00	\$817.00

WORKERS COMPENSATION (10003459) BIND ELIGIBLE

PREMIUM SCHEDULE

State: NY	Period 1: 7/1/2023 - 7/1/2024	Experience Mod: 0.96			
Class Code	Description	Exposure	Rate	Premium	
8838	Public Library or Museum:—Professional Employees—includes attendants & ushers	\$943,000.00	0.610	\$5,752.00	
9101	Public Library or Museum:—All Other Employees & Drivers	\$51,000.00	2.940	\$1,499.00	
Deductible					N/A
Employers Liability Limits					\$500,000/\$500,000/\$500,000
Class Code	Description			Premium	

This proposal expires the sooner of (30) days after the proposal date or the proposed inception date, coverage may not be bound retroactively. Coverage rate indications reflect currently approved and executed forms and factors and may be subject to change effective policy inception. Only AmTrust policy forms issued at inception provide coverage, terms and conditions.

Presented by:
Jason D. Hoffman Insurance Agency, LLC
301 Main Street, 2F
Goshen, NY 10924

Commercial Insurance Proposal
Proposal Date: 5/31/2023
MAC Account # 31772531



9807	Premium for Increased Limits Part Two: 0% (500/500/500)	\$0.00
Total Premium Subject To Experience Modification		\$7,251.00
Experience Modification 96%		\$6,961.00
0063	Premium Discount 3.1%	-\$216.00
9740	Terrorism 4%	\$398.00
9741	Natural Disasters and Catastrophic Industrial Accidents 1%	\$99.00
0900	Expense Constant	\$200.00
Total Premium		\$7,442.00
0932	New York State Assessment 9.8%	\$731.00
Total NY Cost		\$8,173.00
Total NY cost:		\$8,173.00
Minimum Premium:		\$523.00
Total Estimated Annual Premium:		\$7,442.00
State Assessment:		\$731.00
Total Estimated Cost:		\$8,173.00
Initial Deposit/Down Payment Amount required to Bind:		\$820.00

Workers' Compensation - IMPORTANT NOTICE:

This Workers' Compensation quotation is an estimate based upon the underwriting information received including any experience modifications - which may change at the time of binding coverage.

The policy is auditable with the final premium based on actual payroll and job classifications. Current Certificates of Workers' Compensation coverage must be maintained on all subcontracted labor and available to review by a representative of the insurance company. In the event the required certificates are not maintained, the amounts paid to the subcontractors will be included as payroll and a premium change will be made.

Quote not valid if any of the information provided by the Insured or representing Agent is determined to be fraudulent or purposefully misleading in an attempt to alter coverage in any way or premium calculations.

Please note that in addition to the coverages identified in the rating information above, your policy includes terrorism coverage consistent with the Federal Terrorism Risk Insurance Act of 2002.

PROPOSAL TERMS AND CONDITIONS

- This proposal replaces all previous proposals for this insured.
- The proposal expires the sooner of thirty (30) days from the date of the proposal or proposed policy inception date, and coverage may not be bound retroactively.
- This proposal provides a summary of coverages. For a complete description of coverages and all terms and conditions, please refer to AmTrust's policy forms, which are available upon request. In the event of a conflict, the actual terms, conditions, limitations and exclusions of the policy shall prevail. Insurance specifications and other requests for coverage that are not incorporated in this proposal, confer no rights and do not amend, extend or alter the coverage afforded by AmTrust.
- Whether or not this quote is for more than one line of insurance, it must be accepted or rejected by the recipient in its entirety. Please contact the underwriter in the event that only a portion of the quotation is desired.
- This proposal is subject to the cancellation provisions applicable to each policy.
- Prior to the effective date of coverage AmTrust must be advised of any change in the information provided by, or required to be provided by, the applicant, or any change in the exposure basis, hazard or risk contemplated by this proposal since the original submission date. AmTrust reserves the right to modify or withdraw this proposal in the event of any of the above.
- All of the terms, conditions, and other requirements set forth in this proposal must be included in any quote presentation to the proposed insured.

In an effort to provide AmTrust customers with a variety of billing options, the below fee structure will be applied to your new policy.

This fee structure helps customers to meet payment due dates, ensures that valid and properly funded payments are submitted, and provides an incentive for paid-in-full options.

Our fee structure is as follows:

Fee Title	Fee Amount	Description
Returned Payment Fee	\$25	A returned payment fee applied to any return payment.
Late Fee	\$20	Late fee applied if payment not received.
Installment Fee	\$15	A "paper" billing fee that is assessed for each mailed installment invoice. Excludes down payment and annual payment plans. Fee is billed at the account level.
Reinstatement Fee	\$50	Fee applied upon reinstatement of a non-payment cancellation.
EFT Fee	\$3	An "electronic" billing fee that is assessed for each ACH Direct Debit transaction. Fee is billed at the account level.

* Fee amount may vary by state and program of business.

BINDING REQUEST AUTHORIZATION AND ACCEPTANCE

This proposal is only bindable for Agents with AmTrust Binding Authority or after the approval of an AmTrust Underwriter.

Thank you for the opportunity to quote, your business is valued by us. This quotation is valid for (30) days or the proposed inception date in the policy period noted above. All premiums and policy conditions are subject to final underwriting approval and/or verification of application data submitted to us which has caused us to issue this proposal. While every effort has been made herein to provide a fair description of the coverages afforded by our policies, no coverages are afforded by this proposal. The actual insurance CONTRACT WILL determine coverage in ALL CLAIM situations. If you have any questions or concerns regarding the content of this proposal, you should immediately contact your AmTrust agent noted above for clarification.

Binding Authorization and Acceptance: Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects the person to criminal and substantial civil penalties[NY]. (Not applicable in CO, DC, FL, HI, MA, NE, OH, OK, VT or WA; in LA, ME, TN and VA, insurance benefits may also be denied.)

In the District of Columbia, warning: it is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines.

In Florida, any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing false, incomplete, or misleading information is guilty of a felony of the third degree.

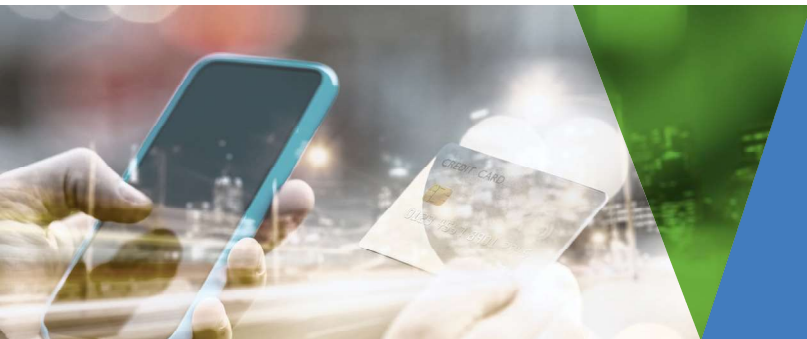
In Massachusetts, Nebraska, Oregon and Vermont, any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which may be a crime and may subject the person to criminal and civil penalties.

In Washington it is a crime to knowingly provide false incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

The undersigned is an authorized representative of the applicant and represents that reasonable inquiry has been made to obtain the answers to questions on this application. He/she represents that the answers are true, correct and complete to the best of his/her knowledge.

Producers Signature: _____ Producers Name: _____ State Producer License No. _____

Flexible Payment Options



Paying insurance premiums shouldn't be a hassle. That's why AmTrust North America offers a variety of methods and installments for insureds to pay – to make it simple and convenient.

Payment Options

- AmTrust AutoPay — Direct debit / EFT
- Credit Card — Online or by phone MasterCard®, Discover®, VISA® and American Express® accepted
- Check or Electronic Check — Online or by phone
- Pay-As-You-Owe® (PAYO®) — Applies only to workers' comp policies
- Monthly Self Reporting — Applies only to workers' comp policies

AmTrust AutoPay

With this direct debit payment option there's no need to worry about writing a check every month. Once signed up, payments will be automatically withdrawn from the designated bank account.

To sign up, visit www.amtrustfinancial.com, click "LOGIN" in the upper right corner and click "Register." All of the information needed to register can be found on the insured's invoice. Once registered, there is a menu item to sign up for Direct Debit. Complete the needed information and payments will begin being automatically deducted each month.

If changes need to be made to the bank information, simply go back to AmTrust Online and modify the banking information as needed.

If the online option is not viable, Direct Debit authorization forms are also available by calling our Customer Service Department at 877.528.7878.

Pay-As-You-Owe® (PAYO®)

Workers' compensation premium is based on payroll. To make premium payments as seamless as possible, we offer PAYO, the perfect

payment solution. PAYO works with approved payroll companies nationwide to make premium payments seamless for the insured.

The payroll companies calculate the premium at the same time they are calculating the payroll for the insured and submit the report directly to AmTrust on the insured's behalf.

Benefits of PAYO include:

- No deposit or down payment required at policy inception or at renewal
- Improves cash flow – employer pays workers' compensation based on actual payroll
- Simplifies work for employer, since payroll company handles the calculation
- No checks to write or invoices to pay; per pay period direct debit by payroll company or AmTrust
- Reduces the chance of additional or return premium at audit

Getting a payroll company approved is easy. AmTrust will confirm that the payroll company has the proper reporting information required, and provide the payroll company with our reporting specifications to help simplify the approval process.

To find out if a payroll company is approved or to submit a payroll company for approval, please contact your regional sales manager.

Payment Plans

For a listing of our flexible payment plans, please contact your sales representative or our Customer Service Department at 877.528.7878. We are sure there is a payment plan that is right for you.

Online Payment

Busy schedules call for flexibility. AmTrust offers that flexibility with 24/7 online payment for insurance premiums.

Signing up is simple. Go to AmTrust Online at www.amtrustfinancial.com, click "LOGIN" in the upper right corner and click "Register." All of the information needed to register can be found on the insured's invoice. Once registered, payments can be made by paying the minimum payment or full balance with a credit card or electronic check.

Additional Ways to Pay

If the aforementioned payment options do not fit your needs, you can also pay by check, phone (credit card or electronic check) or by providing a monthly self report.

To pay by phone, call our Customer Service Department at 866.513.5650:

- Monday – Thursday: 8 a.m. – 8 p.m. EST
- Friday: 8 a.m. – 7 p.m. EST

Our Interactive Voice Response (IVR) automated system is also available 24-7 at 866.513.5650, and can be selected during regular business hours if preferred.

To pay Direct Bill invoices by check, submit payment to:

AmTrust North America
P.O. Box 6939
Cleveland, OH 44101-1939

For monthly self-reporting policies, the insured can submit their payroll by class code and make payment online at www.amtrustfinancial.com or by completing the monthly self-reporting form that is mailed to them and submitting it to the address below with a check.

AmTrust North America
P.O. Box 5849
Cleveland, OH 44101-0849



AmTrust North America
An AmTrust Financial Company

877.528.7878
www.amtrustnorthamerica.com

Page: 5



Goshen Public Library & Historical Society
Plan of Service (July 1, 2023 – December 31, 2025)

Approved by the Board of Trustees – June 12, 2023

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- How it all comes together 6

Plan of Service 2023-2025

Introduction and General Information

The Plan of Service presented on the following pages was developed in 2023 to direct the operations of the Goshen Public Library & Historical Society (the “Library”) for the period July 1, 2023 through December 31, 2025.

The Library, established in 1894, is a 501(c)3 corporation, granted an absolute school district library charter in 1989 by the Board of Regents of the University of the State of New York. The Library Board of Trustees (the “Board”), the governing body of the Library, is elected by the residents of the Goshen Central School District (the “GCSD”). The Board has seven (7) members, each serving a three-year term without remuneration of any kind.

The Library’s service area is the GCSD and its current service population is 19,260. The Library is a member of the Ramapo Catskill Library System (“RCLS”). There are 47 RCLS member libraries in the counties of Orange, Rockland, Sullivan, and Ulster that share resources and services. In April 2023, the residents of the GCSD approved the Library’s FY2024 operating budget of \$2,524,401 (inclusive of the \$493,094 bond payment). More information about the Library and its operations is available on its website at: www.goshenpubliclibrary.org.

This Plan of Service represents what was learned from feedback from internal staff and board meetings as well as community input from passive surveys and general feedback.

As the Library has not yet completed a full strategic planning process, this plan represents not only what we understand about our community’s needs and interests but what we need to work on putting in place in order to complete a more comprehensive assessment of our work. While this plan includes setting the stage for the next step in the Library’s journey, it by no means signals a period of standing still.

Over the next two years, we will continue to move forward with our current work, but in addition will be developing a structure for making informed decisions in the future. Although it is not possible to predict the future, the goal of this Plan of Service is to bring more value to our community with conscious and thoughtful decision-making that aligns, develops, and delivers services, resources, and programs based on the wants and needs of our community and ensures a welcoming and inclusive environment for all.

Mission

The mission of the Goshen Public Library & Historical Society is to provide and promote open and equal access to ideas and to the resources and services of the Library in order to meet the informational, educational, and cultural needs of the community. The Library strives to enrich reading and the use of technology for lifelong learning and the enhancement of the individual’s quality of life.

Library Values

Patron satisfaction is our first priority.

We offer equal service to all ages respecting the needs of all of our patrons.

We provide a comfortable and welcoming environment.

We are a flexible organization that listens to community concerns, responds quickly and adapts services to meet changing needs.

We encourage independent thinking by offering resources that represent all viewpoints.

We protect the privacy of all our patrons and fight against censorship attempts.

We make sure that every visit to the library is a rewarding experience, so our patrons will continue to make Goshen their library of choice.

2023-2025 Goals

Develop A Library for All

Goal Statement: Evaluate current services, programs, and resources to ensure that the Library succeeds in its mission to inform, educate, inspire, welcome, and include all its community residents.

Objective: To deliver services, programs, and resources that encourage and inspire lifelong learning, respond to informational, educational, and cultural needs, support youth and adult literacy needs, and ensure a welcoming inclusive environment.

Activities: Includes, but not limited to tasks such as,

- Assess current services, programs, and resources to ensure meeting Library's goals by developing and implementing a system of evaluation that delivers outcome metrics and provides support for funding or defunding of specific services, programs, and resources.
- Review current event registration process and evaluate its usability (user friendliness).
- Evaluate the need for multiple language programs.
- Evaluate what publicity needs to be offered in multiple languages and formats and create multi-lingual and accessible publications.
- Review and assess current collection and programs for diversity and inclusion.
- Assess need and value for an accessibility collection within the *Library of Things*.
- Develop a plan to become a resource partner to individuals dealing with accessibility, aging, and disabilities.
- Investigate new ways to reach current, underserved, and unserved patrons for their input on current services, programs, and resources and their delivery (e.g., timing, marketing).
- Identify those potential community partners that will enable the Library to reach GCSD residents who may not currently use the Library to understand and eliminate barriers to use.

- Identify patron groups or individuals of different ethnicities, accessibility needs, and interests and develop plan to connect with these groups and individuals for advice and guidance.
- Provide a wide range of programs and events that bring members of the community together in a way that fosters connections and creates a more inclusive community.

Advance Digital Literacy Efforts

Goal Statement: Evaluate current services, programs, and resources to ensure that the Library supports digital literacy and fluency needs in its community.

Objective: To deliver services, programs, and resources that support youth and adult digital literacy and fluency needs.

Activities: Includes, but not limited to tasks such as,

- Develop youth and adult programs and classes to advance digital fluency and technology skills.
- Evaluate current technology offerings and eliminate barriers to effective use.
- Help residents prepare for successful employment by promoting current digital offerings and training opportunities that support workforce development.
- Evaluate deepening the *Library of Things* with circulating technology options.
- Develop a plan to identify and solicit community members willing to share their knowledge and expertise around digital literacy.
- Invest in offerings or options that encourage use of technology and reduce technology-phobia in users.
- Develop and market on-line resources and training opportunities for life-long learning

Financial Sustainability

Goal Statement: Undertake long-term strategic planning around Library operations, including services, programs, and resources, facility needs, and staffing to ensure financial sustainability.

Objective: Thoughtful planning that anticipates, identifies, and values financial needs to enable the Library to develop long-term financial planning to enable strategic use of resources and explore opportunities for funding.

Activities: Includes, but not limited to tasks such as,

- Develop a five-year financial plan that includes capital projects, technology needs, new services, as well as anticipating the changes in the general library operating budget and evaluates the cost/benefits of current expenditures.
- Develop a ten-year capital plan that anticipates facility upgrades, repairs, and equipment replacement.
- Evaluate sustainability of library foundation to explore avenues for increased private support, including planned giving.

- Develop financial education onboarding for new Trustees.
- Identify, evaluate, and engage potential private funding sources (both individual and corporate) and grant opportunities that align with the Library’s mission and goals.
- Identify and evaluate community partnerships around shared funding of community events.

Community Development

Goal Statement: Raise the visibility of the Library and its work in the communities it serves.

Objective: Ensure that all the communities in the Library’s service area (the GCSD) are aware of the Library’s services, resources, and programs and that all residents of the Library’s service area feel valued, included, and welcome.

Activities: Includes, but not limited to tasks such as,

- Develop a comprehensive list, including areas of interest and focus and contact information, of community and cultural organizations, business associations, non-profit organizations, education units, and governmental agencies, in the Library’s service area (collectively, “community partners”).
- Develop and or deepen existing relationships and partnerships around programming, services, and shared goals with community partners.
- Evaluate the Library’s current marketing efforts and develop and implement a Library marketing plan that includes, among other things:
 - Enhanced general promotion of Library services, resources, and programs through social media, news sources, and other outlets;
 - Creative marketing content for segmented audiences;
 - Leverages participation in the media and marketing of community partners.
- Identify community leaders and engage them with identifying community needs and solutions and how the Library can support the work around any proposed solutions.

Historical Society

Goal Statement: Undertake long-term strategic planning around the Library’s Local History Room and its collection.

Objective: Thoughtful planning that anticipates, identifies, and values financial needs to enable the Library to adequately support the Local History Room.

Activities: Includes, but not limited to tasks such as,

- Develop a long-term plan for the Local History Room, including an operational plan that identifies financial needs for programming, hours of operation, collection management, and staffing.
- Develop policies and procedures that manage and protect the Local History Room collection and guide volunteers.

- Develop a marketing plan or other efforts that spotlight the Local History Room and its work.
- Evaluate the need for a Local History Standing Committee on the Library Board of Trustees.

Develop a Strong and Effective Internal Organization

Goal Statement: Evaluate and complete long-term planning around Library operations to ensure a strong, resilient, and effective organization with internal capacity to continually improve library services, programs, and resources.

Objective: Thoughtful evaluation and planning that develops a strong, resilient, and effective organization able to successfully innovate and change to best meet the needs of its community.

Activities: Includes, but not limited to tasks such as,

- Develop onboarding and orientation materials for staff.
- Create a staffing plan that incorporates expected changes in staffing patterns and needs, including onsite IT staffing, and plans for succession.
- Explore and develop opportunities for internal collaboration.
- Cross-train library staff for optimal flexibility and service delivery.
- Provide internal educational opportunities around Library operations for all staff.
- Provide professional development opportunities to prepare library staff to meet existing and evolving community needs.
- Foster a staff culture that rewards innovation and rethinking the norm.
- Complete the migration to fully integrated Microsoft cloud system.
- Evaluate the need for the development of a volunteer corp.
- Create and implement regular schedule for review and updating of all Library policies and procedures.

How it all comes together

The goals and objectives in this Plan of Service are bold – they envision a Library that engages and supports its community; a place where all are welcome, and lives are enriched; a knowledgeable and innovative Board and staff dedicated to doing good work; and an effective and fiscally responsible organization that seeks out and works with community partners to achieve common goals for the benefit of our community. We are well-aware that these aspirations will require significant work and accountability over the next two years by the Library Board and staff, as we work to engage with our community and continue to deliver outstanding resources, services, and programs and we are ready to take on the challenge.