



Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of October 9, 2023
(DRAFT until Accepted in meeting)

AGENDA

- I. Call to order - 7:00 pm
- II. Pledge of Allegiance
- III. Review and Approve Agenda
[Action item] RESOLVED that the Board approve agenda as presented.
- IV. Privilege of the floor
- V. Friends of the Goshen Public Library & Historical Society Resolution
[Action item]
- VI. Approval of September 18, 2023 Minutes (regular Board meeting)
[Action item] RESOLVED that the Board approve the minutes of September 18, 2023 regular Board meeting.
- VII. Personnel Appointments
[Action Item] RESOLVED to appoint Rosa Pomar-Desire, a part-time substitute library page, to part-time non-competitive clerk in Youth Services and Angela Piranio to part-time non-competitive library clerk
- VIII. Finances
 - a. Financial report – Catherine Lemmer
[Action item] RESOLVED to approve the financial report for September 2023 as presented.
 - b. Warrant Schedule for September 2023
[Action item] RESOLVED to approve the September 2023 warrant schedule as presented.
 - c. NYLAF Agreement
[Action Item] Resolution approving entering into the Municipal Cooperation Agreement, dated as of April 29, 2016, to provide for the cooperative temporary investment of public funds under the trade name “New York Liquid Asset Fund (NYLAF).”

WHEREAS, the Goshen Public Library & Historical Society (“Participant”), pursuant to the provisions of the General Municipal Law and its investment policy, after due investigation, evaluation and deliberation, has determined that it is in the best interest of the Participant to invest a portion of its public funds on a cooperative basis pursuant to the terms of a Municipal Cooperation Agreement dated as of April 29, 2016 (the “Agreement”) among the Red Hook Central School District, as Lead Agent, and various other municipal corporations, under the trade name “New York Liquid Asset Fund” (“NYLAF”);

NOW, THEREFORE, be it resolved by the Governing Body (the “Board of Trustees”) of the Participant, located in Orange County, State of New York, as follows:

Section 1. The terms, conditions, and provisions of the Agreement attached hereto are hereby approved. The Library Director (the “Director”) of the Participant is hereby authorized to execute and deliver the Agreement, and the Director is hereby authorized to affix the seal of the Participant thereto and attest such seal. The Director is hereby authorized to from time to time effect and consent to such changes to the Agreement in the form attached hereto as may be necessary or convenient in order to carry out the purposes of the Agreement or to clarify or correct the terms thereof. The Director is hereby authorized to delegate the foregoing duties to their designee as authorized by the Law (as that term is defined in the Agreement), which designee is an authorized employee officer of the Participant. Upon the execution in full and delivery of the Agreement, the Participant shall become a Participant, as that term is defined in the Agreement.

Section 2. Notwithstanding any term or provision of the Agreement to the contrary, the Participant may withdraw from the Agreement at any time upon thirty (30) days written notice to the Governing Board of NYLAF by the Library Director and thereafter the Participant shall cease to have any rights or obligations under the Agreement.

Section 3. This resolution shall be effective immediately upon its due adoption by the Library Board of Trustees.

- d. Resolution approving the 2024 Ramapo Catskill Library System 2024 RCLS Budget
[Action item] RESOLVED to accept 2024 Ramapo Catskill Library System 2024 RCLS Budget.
- e. Resolution approving the switch of Integrated Library System providers from SirsiDynix to ByWater Solutions
[Action item] WHEREAS the Goshen Public Library & Historical Society (the “Library”) and Ramapo Catskill Library System (“RCLS”) are party to an Agreement for Integrated Library System Participation (the “ILS Agreement”) with a five-year term beginning January 1, 2023; and

WHEREAS The Directors’ Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby AGREES with the DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

- IX. Director's Report – Catherine Lemmer
- X. Update on art gallery project
[Action item] RESOLVED to approve the Exhibit and Display Policy as presented.
- XI. Approval of Security Camera Policy
[Action Item] RESOLVED to approve the Security Camera Policy as presented.
- XII. Approval of 2024 Hours of Operation
[Action Item] RESOLVED to approve the 2024 Hours of Operation.
- XIII. Committee Reports
 - a. Standing Committees
 - i. Physical Resources Committee - None
 - ii. Community Resources Committee - None
 - iii. Human Resources - None
 - iv. Sunshine Committee - None
 - b. Ad Hoc Committees
 - i. Historical Society Committee
[Action item] RESOLVED to approve the Local History Room Policies & Procedures
 - ii. Bylaws Committee - None
- XIV. Reports from Partner Groups
 - a. Friends liaison – Trustee Bill Troy
 - b. Junior Friends liaison – Trustee Jim Tarvin
- XV. New Business
- XVI. Privilege of the floor
- XVII. Executive Session
[Action item] RESOLVED that the Board enter executive session for discussions regarding proposed, pending or current litigation.
- XVIII. Adjournment
[Action item] RESOLVED that the Board of Trustees adjourn.

Next Regular Meeting: November 13, 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 stand, state their name and address for the record, and face the Board when making their comments.



Friends of Goshen Public Library & Historical Society

WHEREAS, in 1998 a group of dedicated friends and supporters organized the Friends of Goshen Public Library & Historical Society (the “Friends”) to support and advocate for the Goshen Public Library & Historical Society (the “Library”);

WHEREAS, the Friends have been tireless in their efforts to raise funds for and awareness of the Library for the benefit of the entire community;

WHEREAS, the Friends were instrumental in supporting the passage of the 2015 referendum to build the current Library building;

WHEREAS, the Friends play a vital role in the success of the Library by raising funds to sponsor programs, resources, and services that help the Library meet the needs of its community; and

WHEREAS, the very gift of the Friends’ time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and advancement of critical civic institutions.

NOW, THEREFORE BE IT RESOLVED, that the Goshen Public Library & Historical Society thank the Friends and invite the community to celebrate our Friends for all they do to enrich our Library and our community.

Note: Join us for a reception on Tuesday, October 17, at 3:00 pm in the Pomares Community Room, Goshen Public Library & Historical Society.

Goshen Public Library and Historical Society
Board of Trustees Meeting
Draft

Meeting Minutes of September 18, 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 September 18, 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 that the Board approve the agenda as presented. Motion, Tina Fortugno. Second, Bob Quinn. (Approved 7-0-0).

IV. Privilege of the Floor: None.

V. Approval of Minutes (Action Item):

1. August 14, 2023 (Regular Board Meeting)
2. August 31, 2023 (Special Board Meeting)
3. September 11, 2023 (Special Board Meeting)

(Action Item) RESOLVED that the Board approve the minutes of August 14, 2023, August 31, 2023, and September 11, 2023. Motion, Emily Collado. Second, Bob Quinn. (Approved 7-0-0).

VI. Personnel Appointments: None

VII. Finances:

1. Financial report – Catherine Lemmer

(Action Item) RESOLVED to approve the financial report for August 2023. Motion, Bill Troy. Second, Jim Tarvin. (Approved 7-0-0).

2. Warrant Schedule for August 2023

(Action Item) RESOLVED to approve the August 2023 warrant schedule. Motion, Bob Quinn. Second, Bill Troy. (Approved 7-0-0).

3. Receipt of reimbursement grant funds into capital improvement service.

(Action Item)

WHEREAS, the Library has received \$175,000.00 in grant funds from the Dormitory Authority of the State of New York (DASNY), which the Board intends to reserve for capital improvement purposes.

THEREFORE, IT IS RESOLVED that the Board hereby establishes a capital reserve fund for general capital improvements and authorizes the opening of a separate account in the New York Liquid Asset Fund (NYLAF) to hold capital reserve fund monies.

IT IS FURTHER RESOLVED to initially deposit the grant funds in the amount of \$175,000.00 in the Library's operating account and, after the capital reserve fund account is opened, to transfer and deposit the monies in the amount of \$175,000.00 into the capital reserve fund. Motion, Bob Quinn. Second, Jim Tarvin. (Approved 7-0-0).

VIII. Director's Report – Catherine Lemmer (see attached)

(Action Item) RESOLVED to approve annual HVAC service contract with Armistead Mechanical Services, Inc. in the amount of \$7,152.00. Motion, Heather LaBruna. Second, Emily Collado. (Approved 7-0-0).

IX. Report on Construction Grant 9145 (generator, security system installations) – Catherine Lemmer. The security system company chosen was Knight Watch. Catherine gave an overview of the system and its capabilities. There is no monitoring where there is an expectation of privacy. A security camera policy presented to the Board for approval after passing attorney review.

X. Committee Reports:

1. Standing Committees
 - A. Physical Resources Committee: No updates
 - B. Community Resources Committee: No updates
 - C. Human Resources Committee: No updates
 - D. Sunshine Committee: No updates
2. Ad-hoc Committees:
 - A. Historical Society Committee: Next meeting on Oct. 3rd.
 - B. Bylaws/Policies: No updates

XI. Reports from Partner Groups:

1. Friends' liaison – Bill Troy

September 9th lecture on the Ford Motor Company and its Toxic Site was attended by about 20 people. The next lecture, Lincoln, the Civil War and Goshen is scheduled for Saturday, Oct. 14th at 10 am.

2. Junior Friends liaison – Jim Tarvin

Officer election was held on the September 17th Meeting. *Winter of the Witch* will be shown in the Pomares Community Room on Oct. 28th at 6 pm.

(Action Item) RESOLVED that the Board approve the use of the Pomares Community Room for the viewing of the movie *Winter of the Witch*, hosted by the Junior Friends for an after-hours event. Motion, Heather LaBruna. Second, Tina Fortugno. (Approved 7-0-0).

XII. New Business: None

XIII: Privilege of the Floor: Norma Nunez-Langlois and James Langlois of Goshen, thanked the Board for their leadership and unity.

XIV. Executive Session:

(Action Item) RESOLVED that the Board enter Executive Session at 8:09 pm for the purpose of discussing the employment history of a particular individual. Motion, Bob Quinn. Second, Bill Troy. (Approved 7-0-0.)

(Action Item) RESOLVED that the Board exit Executive Session at 8:29 pm. No action was taken. Motion, Bill Troy. Second, Tina Fortugno. (Approved 7-0-0.)

XV. Adjournment:

(Action Item) RESOLVED that the Board of Trustee adjourn at 8:30 pm. Motion, Emily Collado. Second, Bill Troy. (Approved 7-0-0).

Next regular Board Meeting October 9, 2023

Respectfully submitted:

Mary C. Hoens, Clerk of the Board

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R	S	T
1				MONTH				YEAR TO DATE				FULL YEAR		FULL YEAR			
2				September 23/24	Budget	(Over) /Under Bud	23/24 Act YTD	YTD Bud	(Over) /Under Bud	% of Budget	Budget 23/24	Debt 23/24	% of Budget				
3	Income																
4		Real Property Taxes		-	-	-	-	-	-	-	1,897,106						
5		Real Property Taxes-Bond									-	493,094	0%	Bond amount			
6		PILOT Revenue		-	5,000	5,000	-	15,000	15,000	0%	60,000						
7		RCLS Grants		-	-	-	5,136	-	(5,136)		-						
8		Other Grants		175,500	667	(174,833)	175,500	2,000	(173,500)		8,000						
9		Library Charges		399	250	(149)	740	750	10		3,000						
10		Appropriated Reserve		-	4,727	4,727	-	14,181	14,181		56,720		0%	Appropriated			
11		Friends of the GPLHS		-	42	42	865	125	(740)		500			for Gen			
12		Donations		-	499	499	100	-	(100)		-						
13		Miscellaneous Income		-	-	-	318	1,495	1,177		5,982						
14		Total Income		175,899	11,185	(164,714)	182,659	33,551	(149,108)	544%	2,031,308	493,094	7%				
15	Expense																
16		Total Salaries & Wages		70,867	85,204	14,337	225,267	255,612	30,345	88%	1,107,653	-	20%				
17		Employee Benefits															
18		FICA		4,415	5,283	868	13,759	15,848	2,089	87%	68,674						
19		Medicare		1,032	1,235	203	2,899	3,706	807	78%	16,061						
20		Worker's Compensation		-	667	667	-	2,000	2,000	0%	8,000						
21		Unemployment Insurance		161	833	672	1,275	2,500	1,225	51%	10,000						
22		Disability Insurance		(63)	583	646	(203)	1,750	1,953	-12%	7,000						
23		Health Insurance		7,072	12,752	5,680	36,340	41,085	4,745	88%	170,000						
24		Retiree Health Insurance		1,415	1,415	-	1,415	1,415	-	0%							
25		Vision Care		52	83	31	165	250	85		1,000						
26		State Retirement		-	-	-	-	-	-	0%	100,000						
27		Direct Deposit Fees		105	83	(22)	320	250	(70)		1,000						
28		Total Employee Benefits		14,189	22,934	8,745	55,970	68,804	12,834	81%	381,735	-	15%				
29		Library Materials/Services															
30		Books - Adult		1,467	3,500	2,033	8,078	10,500	2,422	77%	42,000						
31		Books - Teen		-	667	667	444	2,000	1,556	22%	8,000						
32		Books - Juvenile		383	1,333	950	4,196	4,000	(196)	105%	16,000						
33		Books - Reference		-	250	250	99	750	651	13%	3,000						
34		Reference Databases		-	333	333	248	1,000	752	0%	4,000						
35		Serials		-	667	667	3,947	2,000	(1,947)	197%	8,000						
36		AV		616	333	(283)	1,386	1,000	(386)	139%	4,000						
37		AV - Audio Books		-	333	333	954	1,000	46	0%	4,000						
38		AV - Audio Music		65	83	18	104	250	146	0%	1,000						
39		Museum Passes		-	83	83	500	250	(250)	200%	1,000						
40		E Content		992	917	(75)	3,521	2,750	(771)	128%	11,000						
41		Total Library Materials/Services		3,523	8,500	4,977	23,477	25,500	2,023	92%	102,000	-	23%				
42		Building															
43		Equipment		-	300	300	-	900	900	0%	3,600						
44		Building Repairs/Improvement		-	2,500	2,500	1,230	7,500	6,270	16%	30,000						
45		Utilities		4,383	3,000	(1,383)	13,016	9,000	(4,016)	145%	36,000						
46		Insurance		9,627	10,000	373	10,748	10,000	(748)	0%	40,000						
47		New Building-Generator		19,950	4,727	(15,223)	19,950	14,181	(5,769)	0%	56,720			Appropriated			
48		Building Services		6,453	3,333	(3,120)	22,577	10,000	(12,577)	226%	40,000			for Generator			

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R	S	T
2				September 23/24	Budget	(Over) /Under Bud	23/24 Act YTD	YTD Bud	(Over) /Under Bud	% of Budget	Budget 23/24	Debt 23/24	% of Budget				
49	Custodial Services			-	500	500	-	1,500	1,500	0%	6,000						
50	Total Building			40,413	24,360	(16,053)	67,521	53,081	(14,440)	127%	212,320	-	32%				
51	Technology																
52	IT Services			-	3,500	3,500	10,404	10,500	96		42,000						
53	Computer Hardware			-	292	292	(2,094)	875	2,969	-239%	3,500						
54	Computer Software			-	208	208	73	625	552	12%	2,500						
55	ILS			-	1,500	1,500	3,998	4,500	502	89%	18,000						
56	Total Technology			-	5,500	5,500	12,381	16,500	4,119	75%	66,000	-	19%				
57	Programs/Public Relations																
58	Strategic Plan			-	417	417	-	1,250	1,250	0%	5,000						
59	Newsletter, Program Flyers			691	417	(274)	1,014	1,250	236	81%	5,000						
60	Programs - Adult			1,252	1,500	248	5,892	4,500	(1,392)	131%	18,000						
61	Programs-Community Dev			326	1,500	1,174	2,998	4,500	1,502	67%	18,000						
62	Local History			-	417	417	350	1,250	900	0%	5,000						
63	Programs - Juvenile			1,091	1,667	576	5,706	5,000	(706)	114%	20,000						
64	Programs - Teen			42	583	541	1,284	1,750	466	73%	7,000						
65	Total Programs/Public Relations			3,402	6,501	3,099	17,244	19,500	2,256	88%	78,000	-	22%				
66	Administrative Expenses																
67	Telephone			866	833	(33)	2,366	2,500	134	95%	10,000						
68	Printing			1,867	500	(1,367)	1,867	1,500	(367)	124%	6,000						
69	Postage			-	208	208	276	625	349	44%	2,500						
70	Office Equipment Maintenance			-	167	167	-	500	500	0%	2,000						
71	Professional Services			875	2,000	1,125	15,295	6,000	(9,295)	255%	24,000						
72	Library Supplies			894	1,358	464	3,506	4,075	569	86%	16,300						
73	Copier Lease			250	250	-	750	750	-	0%	3,000						
74	Continuing Education			290	583	293	580	1,750	1,170	33%	7,000						
75	Election			-	-	-	-	-	-	0%	3,500						
76	Membership Dues			375	208	(167)	1,375	875	(500)	157%	2,500						
77	Miscellaneous Expense			-	458	458	80	1,375	1,295	6%	5,500						
78	Total Admin Expenses			5,417	6,565	1,148	26,095	19,950	(6,145)	131%	82,300	-	32%				
79	Other Interest Exp						-		-		1,300						
80	Bond Interest Exp			-	-	-	-	-	-			263,094					
81	Bond Principal						-	-	-			230,000					
82	Total Expense			137,811	159,564	21,753	427,955	458,947	30,992	93%	2,031,308	493,094	17%				
83	Total Income			175,899	11,185	(164,714)	182,659	33,551	(149,108)		2,031,308	493,094	7%				
84	Net Ordinary Income			38,088	(148,379)	186,467	(245,296)	(425,396)	180,100		-	-					
85	NO CAPITAL ACTIVITY			Narrative: Other Grants is DASNY grants, \$175,000.00, awaiting transfer to NYLAF.													
86				Received 1st Tax levy check on 10/2/23 for 50%													
87				of Total Tax Levy less TAN repayment and Bond Interest													
88				for amount of \$609,589.68													
89				Received PILOT checks on 10/2/23 for Legoland \$25,719.60													
90				and Amy's Kitchen \$1,578.76													
91																	
92																	
93																	
94																	
95																	

Goshen Public Library and Historical Society

Balance Sheet

General Fund

As of September 30, 2023

	A	B	C	D	E	F	G	K	L	M	N
1											
2						30-Sep-23					
3	ASSETS										
4	Current Assets										
5	Checking/Savings										
6	Cash - Key - Current year funds					185,955.76					
7	Cash - Key - 6/30/23 Balance					509,581.22					
8	Total Key Balance					695,536.98					
9											
10	Cash - Orange County Trust					5,395.63					
11	Petty Cash					99.25					
12	Total Checking/Savings					701,031.86					
13											
14											
15											
16											
17	Total Current Assets					701,031.86					
18	TOTAL ASSETS					701,031.86					
19											
20	LIABILITIES & EQUITY										
21	Liabilities										
22	Current Liabilities										
23	Accounts Payable					7,458.62					
24	Accrued Expenses					-					
25	Real Property Tax Advance					450,000.00					
26	Payroll Liabilities					4,602.57					
27	Total Other Current Liabilities					462,061.19					
28											
29	Total Liabilities					462,061.19					
30											
31	Equity (Total Assets less Total Liabilities)					238,970.67					
32											
33	TOTAL LIABILITIES & EQUITY					701,031.86					
34											

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 09/30/23

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

NO CAPITAL ACTIVITY

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

09/15/2023	18592	CDW Computer Centers, Inc.	Administrative Expenses-Newsletter	565.98
09/15/2023	18593	Cengage Learning	Library Materials- Books Adult	25.59
09/15/2023	18594	Greenwald & Doherty LLP	Administrative Expenses-Professional Services	9,932.00
09/15/2023	18595	Janice Vilardo	Programs-Adult Programs	190.00
09/15/2023	18596	Joseph Palancia	Programs-Adult Programs	600.00
09/15/2023	18597	M & T Bank	M & T credit card-see attached	4,232.64
09/15/2023	18598	Midwest Tape	Library Materials-AV	44.98
09/15/2023	18599	New York Deer Control, LLC	Building-Building Services	105.00
09/15/2023	18600	Patsy Williams	Programs-Adult Programs	190.00
09/15/2023	18601	Quill Corporation	Administrative Expenses-Library Supplies	22.28
09/15/2023	18602	ShelterPoint	Employee Benefits-Vision	70.04
09/15/2023	18603	SRS Inc.	Administrative Expenses-Library Supplies	18.99
09/15/2023	18604	The Penworthy Company	Library Materials-Books-Juvenile	1,911.38
09/15/2023	18605	Trugreen Commercial	Building-Building Services	1,397.81
09/14/2023	18606	Utica National Insurance Group	Building-Insurance	9,627.00
09/15/2023	18607	Mary Hoens	Administrative Expenses-Professional Services	198.00
09/28/2023	18608	Armistead Mechanical Services	Building-Building Services	3,576.00
09/28/2023	18609	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile	1,803.70
09/28/2023	18610	Billco Landscape Contractors	Building-Building Services	3,000.00
09/28/2023	18611	Orange & Rockland	Building-Utilities	4,340.44
10/04/2023	18612	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile	2,613.87
10/04/2023	18613	Blackstone Audiobooks	Library Materials-AV-Audio Books	953.14
10/04/2023	18614	Cengage Learning	Library Materials-Books-Adult	147.17
10/04/2023	18615	Christine Adams	Programs-Adult Programs	300.00
10/04/2023	18616	Demco	Administrative Expenses-Library Supplies	211.50
10/04/2023	18617	Fox Ledge Inc.	Administrative Expenses-Library Supplies	75.20
10/04/2023	18618	Frontier Communications	Administrative Expenses-Telephone	89.38
10/04/2023	18619	Goshen Independent	Salaries & Personnel	30.00
10/04/2023	18620	Gustavo Lopez	Administrative Expenses-Telephone	30.00
10/04/2023	18621	Hoopla	Library Materials-E Content	992.28
10/04/2023	18622	Jacobowitz & Gubits	Administrative Expenses-Professional Services	454.04
10/04/2023	18623	Janice Vilardo	Programs-Adult Programs	190.00
10/04/2023	18624	Karen Golding	Programs-Teen Programs	42.16
10/04/2023	18625	Melissa Tidd	Programs-Community Development	200.00
10/04/2023	18626	Michelle Muller	Administrative Expenses-Continuing Education/ Juv Programs	346.95
10/04/2023	18627	Midwest Tape	Library Materials-AV/Audio Music	286.36
10/04/2023	18628	Orange County Historical Society	Administrative Expenses-Membership Dues	75.00
10/04/2023	18629	OverDrive	Library Materials-E Content	421.18
10/04/2023	18630	Patricia Foxx	Programs-Adult Programs	200.00
10/04/2023	18631	Patsy Williams	Programs-Adult Programs	190.00
10/04/2023	18632	Phyllis Hunter	Employee Benefits-Retiree Health Insurance	606.45
10/04/2023	18633	RCLS General	Building-Building Services	404.99
10/04/2023	18634	Shannon Fisher	Programs-Adult Programs	75.00
10/04/2023	18635	Shannon Spindler	Programs-Adult Programs	150.00
10/04/2023	18636	Spectrum Business	Administrative Expenses-Telephone	209.97
10/04/2023	18637	SRS Inc.	Programs-Juvenile Programs	58.18
10/04/2023	18638	Toshiba Financial Services	Administrative Expenses-Copier Lease/Printing	2,117.75
09/05/2023	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	15,320.59
09/07/2023	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,715.34
09/07/2023	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,410.10
09/07/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,198.46
09/21/2023	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	7,896.22
09/21/2023	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,258.26
09/21/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,198.46
			Total	90,319.83

M & T credit card-September 2023
Check # 18597

News/Promotion Flyers	125.00
Office Supplies	819.59
Building Services	1,074.00
Memberships	300.00
Personnel	223.03
AV	407.26
Programs-Adult	121.77
Programs-Teen	121.99
Programs-Juvenile	732.02
Juvenile Books	182.43
Community Programs	125.55
Total	4,232.64



**Board of Trustees
October 9, 2023 Board Meeting
September 2023 Library Report to the Board of Trustees**

Select Statistics

During September 7,316 patrons visited the Library in person, and thousands more patrons visited virtually and found answers through the Library’s website and electronic resources. There were 2,700 visitors to the Library’s website. Spanish-language navigation links are being added to the Library’s website homepage.

The Library issued 94 new library cards, bringing the total number of cardholders to 7,445. School classroom visits and a press release on “September Library Card Month” helped contribute to the increase in new cards.

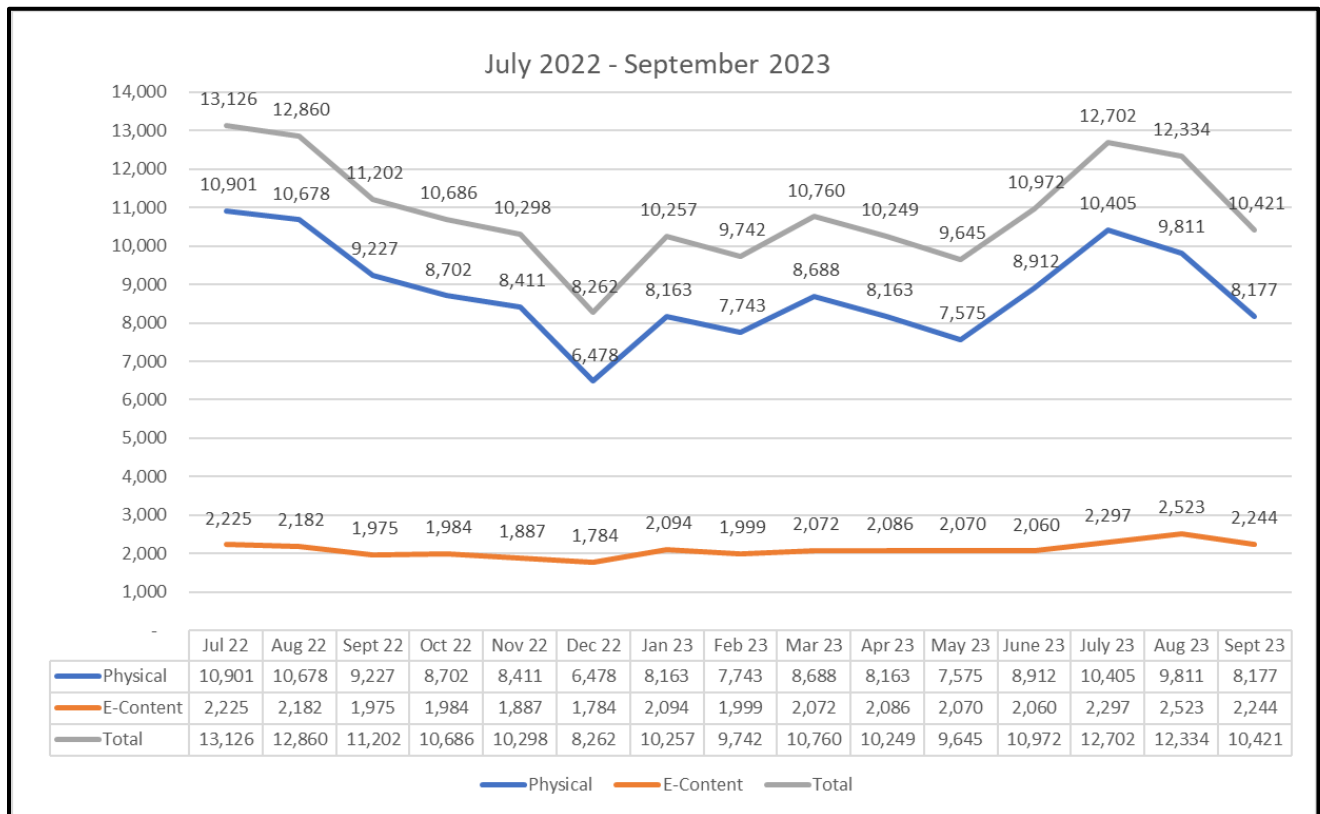
The following charts the visitors to the Library over the last year:



On a month-to-month comparison, the number of visitors in July, August, and September 2023, significantly increased over those same months in 2022 (98%, 83%, and 91% respectively). Since the start of the calendar year 2023, there have been 64,484 visitors to the Library.

Circulation

In September 2023, 10,421 items (8,177 physical and 2,244 digital) were checked out by Library users. Goshen cardholders borrowed 1,815 items from the other 46 RCLS consortium libraries. The Library lent 1,426 items to the other RCLS consortium libraries.



Video game use remains high, with 126 games checked out in September, with an average of 117 per month in 2023. In September, 18 passes, providing free or reduced access to ten different museums and attractions, checked out. The average pass use is 23 per month. Starting in October, the Library will also have a pass to the Harness Racing Museum. The program is explained to each new card holder. The funding for the museum pass program is generously provided by the Friends of Goshen Public Library & Historical Society. In 2023, 173 items from the Library’s growing Library of Things checked out. The children’s department is adding five circulating early literacy kits as part of this collection.

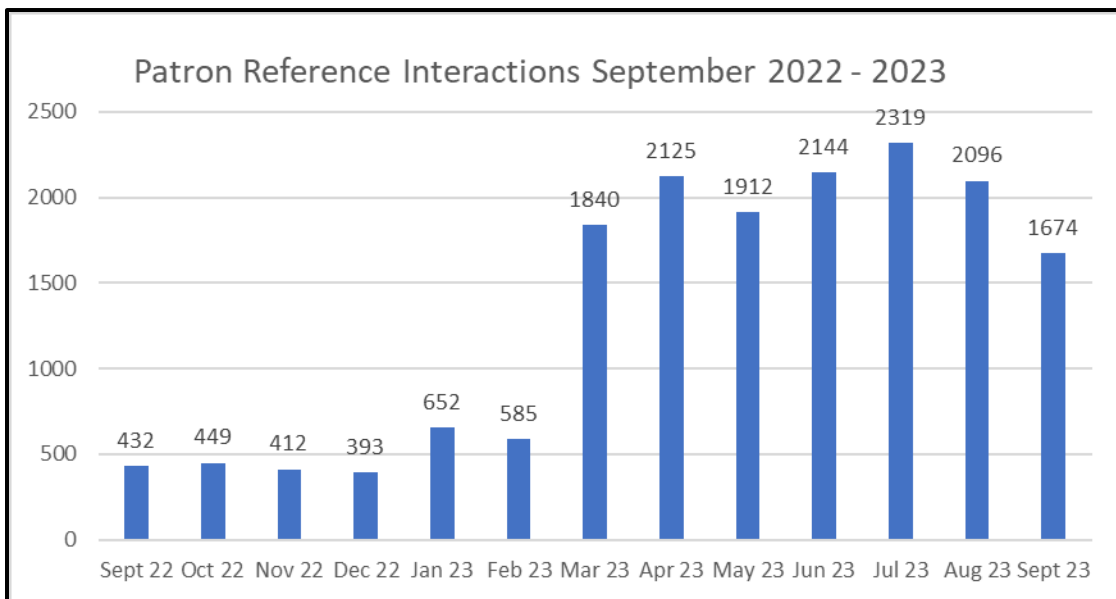
The Library catalog has been improved to provide each museum pass its own catalog record. This helps patrons find a particular pass and easily see if it is available. Similar cataloging steps will be taken with the *Library of Things* items in the coming months.

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 language learning, to support for job seekers, entrepreneurs, and small businesses. Tutor.com provides live homework help as well as college essay and writing sample review.

Reference/Information Patron Interactions

In September 2023, there were 1,674 patron reference, readers advisory, technology, and library resources and services questions (excludes directional questions). Questions are responded to via telephone, email, and in-person. Beginning March 2023, all departments began reporting patron interaction statistics.



Ann Roche and Don Aitchison, Local History Room, assisted Michael Dolan, Radical Media, who is producing a WWI documentary for PBS. The documentary includes photos and documents about Black soldiers from the Local History Room. The time and date of the documentary airing later this fall will be shared when available.

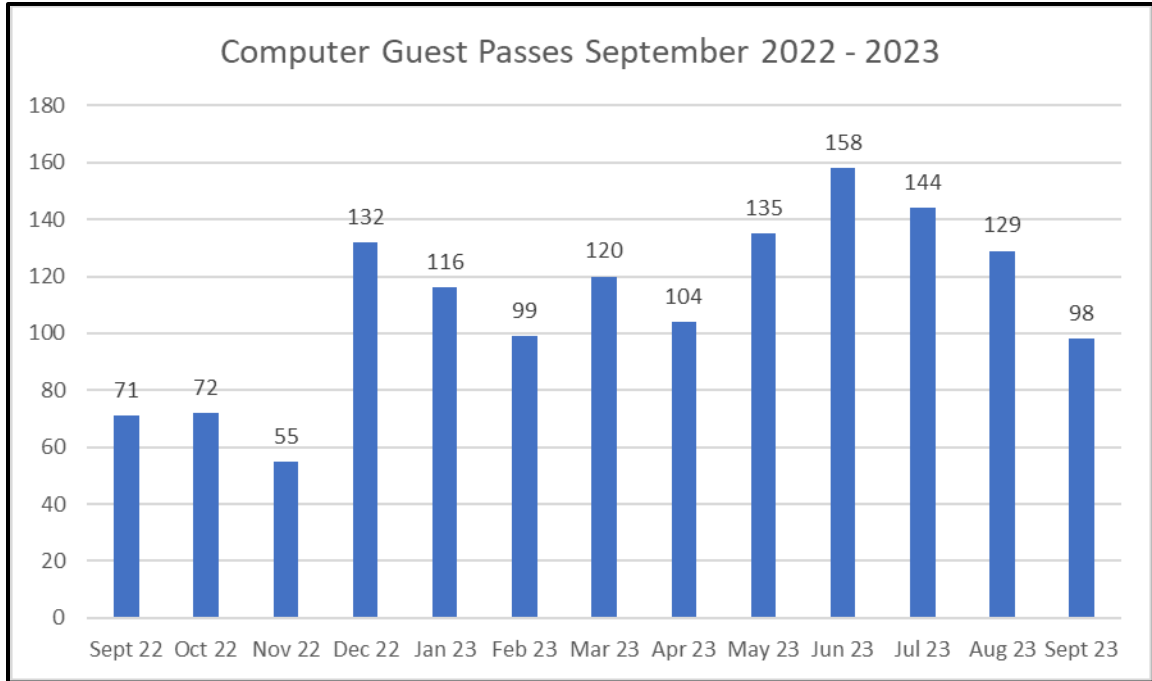
Digital Access Services

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

- In September 2023, there were 5,669 Wi-Fi sessions, or an average of 189 per day. The Library's Wi-Fi is broadcast to the parking lot and provides valuable internet access during the times the building is closed. For example, the Library was closed Sunday, September

3, Monday, September 4, and Sunday, September 10, and there were 45, 65, and 73 uses of the Wi-Fi network, respectively.

- In September 2023, there were 3,599 Patron Desktop sessions, an average of 139 per day. This includes 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 September, the Library issued 98 computer guest passes.



Programs

September saw the commencement of back-to-school and fall programming. Youth Services launched Girls Who Code and a Saturday morning sensory storytime, both with good feedback from attendees. Fall story-times and other programs are well attended.

The new Teen Leadership Council met in September. The Council will be helping to plan programs and volunteer opportunities. Attendance at the weekly chess club remains strong.

In addition to GoCon, Adult Services hosted, among other things, a successful blood drive, music program, and a second visit with the wildly popular Snowfire, the therapy alpaca. Interest in tech classes taught by a volunteer are important offerings.

Adult Services with help from all departments hosted the Library's first GoCon! on September 30, 2023. The 168 attendees had the opportunity to meet a local graphic novelist, participate in a video game tournament, trivia, costume contest, scavenger hunt, and presentations on Pokémon

and D&D. Food was available from Ice Capps and Graze. Sponsors for the event were BP Sports Cards & Memorabilia, Silver Sun Games, and RCLS. Jim Langlois and Jim Tarvin provided valuable parking lot assistance. Melissa Tidd, Barron Angell, and Clarisa Rosario-Degroate proposed, planned, and implemented this fun event. They are now gathering feedback from staff, participants, and vendors on how to improve next year's event.

In total, the Library hosted/sponsored 49 Library programs that drew over 800 participants. Another 105 patrons completed or participated in one of the eight asynchronous DIY or participation projects. These programs included early childhood development and literacy programs, community health, theatre events, YA activities, book clubs, lectures, movement classes, and art, music, tech, and educational programs. 24 teen volunteers provided 46 hours of time supporting programs. The department reports are attached for more detail.

Community Spaces

The Library's community spaces are an important asset used by community groups, tutors, job seekers, entrepreneurs, remote workers, support services organizations, and civic and community non-profits. Sandra Delgado is managing room reservation duties and has also translated the reservation forms and guidelines into Spanish.

In September 2023, the Library's study rooms were used 124 times and the two meeting rooms were used a total of 43 times by the community. The Pomares Community Room was used nine times. These totals do not include Library program or meeting uses. The following shows the use since the start of the calendar year.

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Study Rooms	154	143	183	184	184	142	166	166	124
Meeting Rooms	11	15	21	47	66	55	41	58	43
Community Room	7	12	15	9	9	5	6	6	9

RCLS/Consortium Matters

- The RCLS Board of Trustees unanimously approved the 2024 Operating Budget on August 16, 2023. The Library Board will be asked to pass a resolution to accept or not to accept the RCLS budget at its October 9 Board meeting. The RCLS budget materials were distributed to the Library Board.
- The Directors' Association (DA) unanimously approved the migration from Sirsi, the consortium's current ILS product, to the open-source ILS product Koha. The DA also unanimously approved ByWater Solutions as the support vendor for Koha. The backroom migration work will start in December 2023 with the goal of completing the migration in September 2024. The funding for the data migration will be funded by the RCLS capital

account. This funding allowed the ILS study focus to be on finding the product best suited for the RCLS consortium versus finding the most affordable product. You can see more about ByWater Solutions and Koha here: <https://bywatersolutions.com>. The Library Board will be asked to pass a resolution acknowledging/approving the move from Sirsi to Koha at the October 9 Board meeting. A memo from Grace Riario, RCLS Executive Director, outlining the process was distributed to the Trustees.

Marketing and Public Relations

- The Library has 2,558 Facebook followers and 1,100 Instagram followers. In September the Library published 25 posts and 10 stories. These posts reached 5,026 Facebook users and 675 Instagram users. (Reach is a metric that measures the number of unique users that saw the social media piece.)
- Mini episodes of the [FLOGOS podcast](#) (a joint project with Florida Public Library) featured Adult Services Librarian Melissa Tidd interviewing graphic novel and comic book author Justin Aclin and Michael Bennett of the Hudson Valley Ghostbusters, both participants in the Library's GoGon event on September 30, 2023.
- Department Heads were asked to submit their PR efforts for a discussion on how to create a uniform and responsive structure to get news to public channels other than social media and the Library's enews and print brochures.

Community Partnerships and Projects and Outreach

- On September 26, 2023, the Library finalized a memorandum of understanding with Music for Humanity to host three concerts in Spring 2024. *Music Connects Us* is a three-concert series on each of Sunday, March 10, 2024, April 14, 2024, and May 19, 2024. The performances are free admission and sponsored by Blustein, Shapiro, Frank & Barone, LLP.

Personnel Matters

- Angela Piranio was hired as a new part-time clerk for Adult Circulation and starts in October. The Library worked with Orange County Civil Service to add part-time competitive library assistant positions to its positions list. The Library is awaiting the candidate lists from Civil Service for library assistant and full-time instructional technologist/technology position.

General Operations

- Michelle Muller, AD and Head of Youth Services, is leading the study of a calendar product to replace the Library's current calendar product from DEMCO which is sunsetting in the coming months.

- New email accounts were created to better facilitate the receipt of email invoices and meeting room reservation requests. These accounts are not tied to a particular person making them more stable.

Building and Facilities Matters

Nearing Completion of 2018-19 Grant

- Fanshawe/Rockland Electric delivered the generator on September 20 with the installation work to be completed over the next weeks. We have not been given the final date of completion as of this time. Knight Watch completed the installation of the security camera system on September 22.
- The conclusion of the generator and security system projects will enable the library to request the final \$8,600 reimbursement disbursement under a grant that was awarded in 2019-2020.

Correspondence and reports

- Correspondence
- Adult Services Department August Report
- Local History Room August Report
- Youth Services Department August Report
- YA Department August Report



October 2, 2023

4-D Book Discussion Club
c/o R. Randall Enos
22 Jackson Ave
Middletown, NY 10940

Dear Members of the 4-D Book Discussion Club,

Thank you for your generous gift to the Goshen Public Library and Historical Society in memory of Dorothy M. Loyas. When the two cookbooks you selected arrive, *Gatherings: Casual-Fancy Meals to Share* by America's Test Kitchen and *Gather: 100 Seasonal Recipes That Bring People Together* by Chris Viaud, they will be processed with an inside book plate reflecting the gift in memory of Dorothy. Our patrons will enjoy and find inspiration in these two books for many years to come.

Your gift helps ensure that the Library continues to be a vibrant and innovative community resource and is greatly appreciated by the Library Board, staff, and our community. Thank you again and my sympathies on your loss.

Regards,

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

Catherine A. Lemmer, Director

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

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

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

Adult Services Monthly Report

September 2023

Programs

491 patrons attended one or more of the over twenty programs offered in September.

Our second Community Blood Drive was a success with a few minor logistics hiccups, resulting in 47 donations that will aid 114 patients.

After months of preparation the Library held its first mini convention, Go Con! With everything from video game tournaments and trivia contests to workshops with a local graphic novelist and a virtual Q&A with a voice actor, there were 168 visitors that day just for this event. It was a big effort to pull off and all departments contributed. The weather threw the necessity for some last-minute adjustments at us, but it still was a success. A lot was learned from this run to be able to improve for the next one.

Highlighted Programs

9/2	GPL Saturday Book Club	11
9/8	GPL Cookbook Club	11
9/11	Snowfire the Alpaca Returns!	42
9/12	Technology Class - How to Use the Internet	5
9/20	Mason Jar String Art	9
9/21	Community Blood Drive	58
9/23	Turnpike Joe & The Traffic Jam	50
9/25	GPL Mystery Book Club	9
9/26	Technology Class - Facebook	7
9/30	Go Con! - Goshen's First Ever Library Con!	168

Looking Ahead

October 7 will be our first staged reading as part of our revised partnership with Cornerstone Theatre Arts. A comedic take on a classic tragedy, the performance of Hamlet II is shaping up to be well attended. October movies were selected around the Shakespeare theme.

On October 25, Shannon Fisher, a “professional amateur” historian will be speaking about the Real History of the Salem Witch Trials. An interactive “social autopsy”, Shannon will explore the interwoven threads of events that came together into this dark moment in history.

For the Great Give Back this year, the Library is hosting a Volunteer Fair. About 20 non-profit organizations have signed up for a table to speak with potential volunteers. Organizations range from the Friends of the Library to the Goshen Fire Department to Habitat for Humanity to NAMI.

Submitted,

Ruth Mallard

LOCAL HISTORY ROOM

STATISTICS FOR THE MONTH OF SEPTEMBER 2023

VISITORS	18
EMAILS	2
PHONE	7
Microfilm	2

It was a very busy month for genealogy. Visitors from upstate New York, New Jersey, Connecticut.

A 1956 student from the Salesian School going down memory lane.

History of minister (1850's) who moved from Orange County (Little Britain) to Adirondacks, sent pages of his memoirs . The researcher sent us a donation of \$100.

Documentary of WWI being produced for History Channel (scheduled for November). They are using 2 of our pictures of local Black Soldiers. A license is being provided to them for signature.

Past Perfect cataloging is continuing. Our Intern is doing a great job. She works both days we are open.

My Assistant Don is most helpful in anything. Helping visitors, cataloging, and now he along with the

Historical committee is working on our newest project. "The Journal" He worked in my place while I

Was out for a time due to illness and also when I went on a short trip.

We now open the local history room when the friends have their monthly lectures.

Submitted by:

Ann Roche

YA Programming Report September 2023

This month we were busy transitioning from our summer programming and volunteer program to our fall programming and year round volunteer program. During the summer our teen volunteer program is more structured and requires volunteers to stick to a schedule so they can assist with the summer reading program. In the fall we return to open volunteer hours, welcoming volunteers on Tuesdays and Thursdays between 4 and 7 and Sundays between 1 and 5. During these hours volunteers help with shelf reading, completing projects for library staff and general upkeep of the children's area. We also use volunteers at some programs where they assist the librarians. This seems to work well for teens with busy schedules who still need to volunteer for various reasons. We also spend a lot of time in September writing letters confirming volunteer hours and writing letters of recommendation for college and for other clubs/activities. Our volunteer program is a vital part of the Young Adult Department and I am happy that we are able to offer our teens the opportunity to give back to the community.

We offered several teen programs this month beginning with our first taste test program. In this program teens were challenged to taste different foods blindfolded to see if they could distinguish flavors, brands and foods. They did very well, tasting goldfish crackers, skittles, apples, cereal and a random assortment of common foods. They were generally surprised at how hard it is to determine a flavor without the visual aid of seeing the food. Our new Teen Leadership Council met this month as well, this council will be helping to plan programs and volunteer opportunities throughout the year and we expect it to grow as the year progresses. Our chess club continues to meet weekly and we are still seeing a steady mix of newcomers and repeat players. We finished out the month with an afternoon movie and a great volunteer presence at our GoCon event.

Youth Services Monthly Report
September 2023

Fall is here and our kids are back to school! We are ready to support our young readers and their families as we move into the new phase of this year. We spent the month signing kids up for our Story Classes as well as holding our very first Squishmallow party and a Saturday Sensory Storytime. The storytime was well received so additional sessions were added for October and November. This is also Library Card Sign Up month so we visited every first grade class at SAS adding around 80 new card holders so far! Our monthly statistics are 192 questions regarding programming, 356 questions including reader's advisory or research and 33 purely directional questions.

Program Attendance:

Story Class Registration:

Wee Read: 7 children plus parent/caregiver

Toddletime: 2 sessions: 12 children plus parent/caregiver in each session

Circletime: 8 children

Preschool: Converted to a drop in format

Weekly Programs:

Wee Read: Ages birth- 18 months: 1 sessions: 14 kids and caregivers

Toddletime: Ages 18-36 months: 2 sessions: 36 kids and caregivers

Circletime: 3 year olds: 1 sessions: 8 kids

Preschool Playdate: 4 & 5 year olds: 1 sessions: 8 kids and parents

Books by the Slice Tuesdays: Grades K-6: 1 sessions: 19 kids

Girls who Code: 1 session: 6 kids

Love My Library Friday Storytime: Families: 3 sessions: 51 kids and parents

Specials:

Squish to School: 9/14: 20 kids

Saturday Sensory Storytime: 9/23: 11 kids plus their caregiver

Be a Book Reporter: Ongoing at your own pace: 5 kids participating

Beanstack/ Virtual Programs

Latest and Greatest Picture Book Challenge: 6 registered

Stack 'em Up Fall Challenge: 11 registered

Discover the Solar Eclipse Challenge: 32 registered

Take and Makes and Scavenger Hunts:

Nuts about the Library Scavenger Hunt: 25 participants

Program Extras each week plus worksheets

Future Plans and Ideas:

As we look ahead to enjoying story classes and our new offering of programs for the fall, we are also working on weeding and expanding certain collections. We have 5 early literacy backpacks which we are creating circulation rules and records for in order to begin circulating them for in home use. This was another Pre-Covid plan that was waylaid, but is back on track. We are also looking forward to hosting a Trick or Trick at the Library at the end of October as well as our second squishmallow party. I have been working on finding a calendar replacement since Demco is sunsetting our current calendar software. We need to have the replacement in place by the end of the year.

I am continuing our relationship with our school librarians and have been offered the opportunity to once again distribute our brochures through the library class at Scotchtown Avenue. This is probably our best way of reaching the appropriate audiences for our programs. We have had a very tricky relationship with marketing our programs because they can fill quickly and then do not need to be advertised. We definitely have the space issue resolved with the new building, but still have the constraints of personnel, cost and quality. Some programs can be run fairly efficiently in a second session, but would require an additional purchase of materials. It also removes a staff member from being on the floor to supervise and assist patrons for the extra hour. This is why we have a mix of drop in and registration programs. Registration programs have to be open to Goshen residents first and typically work best with a smaller class size to ensure quality of instruction and discussion. When we have a large program that can accommodate higher numbers, we use our social media channels, submitting to the Goshen Indy and putting events on the Route 94 calendar which is where The Chronicle pulls their material from.

Michelle Muller
Head of Youth Services

Goshen Public Library & Historical Society Exhibit and Display Policy

Goshen Public Library & Historical Society (the “Library”), an educational, cultural, and civic institution, provides exhibit and display areas consistent with its mission. Educational, cultural, civic, and governmental groups and local artists and collectors may reserve an exhibit space in accordance with this Exhibit Policy. Purely commercial use of the display space is prohibited.

Exhibits and displays do not reflect endorsement or advocacy for any point of view by the Library.

Two areas available to the public for displays: one vertical glass display case in the Library lobby, and the Pomares Community Room (the “Community Room”). The views expressed in the works or objects exhibited at the Library are those of the artist (or owner) and are not those of the Library and its staff, Trustees, or agents, or the Friends of the Goshen Public Library & Historical Society and its membership.

Liabilities

The Library assumes neither responsibility nor liability for the possible damage, destruction or theft of any item displayed or exhibited. All items placed in the Library are there at the owner’s risk. Exhibitors must sign the release on the *Exhibit & Display Application* form before the exhibit begins. It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

Guidelines

- Library use of any exhibit/display space takes precedence in scheduling.
- All exhibits and displays must be approved by the Library Director or their designee.
- Requests must be submitted on a completed *Exhibit & Display Application* and an itemized list of works to be exhibited.
- Requests will be considered in the order they are received.
- The Library will preview a representative sample of the work to be shown prior to granting permission to exhibit. Factors considered in the approval process include:
 - Artwork must be the original work of the submitting artist.
 - Consistency with the Library’s mission.
 - Relevance to and consistency with community needs, interests, and standards.
 - Space requirements for display. The Community Room is a community space for all ages, including pre-school children, and used for large group meetings.
 - Fragility of the art.
- The Library reserves the right to require modifications to, or to reject, any part of an exhibit or display.
- The Library reserves the right to limit the size, number, and placement of items; the schedule of any display; the frequency with which an individual or group may present an exhibit or display.

- The Library reserves the right to limit or modify a request for an opening or other reception around the exhibit.
- Exhibitors are responsible for the installation and removal of their displays in coordination with the Library. Exhibits or displays not removed on or prior to the established end date will be removed by the Library.
- Exhibits cannot in any way disrupt the normal routine of the Library.
- Artists displaying their work may post their prices and contact information. The Library is not responsible for the sale of artwork.
- The exhibitor will provide a display card or title label indicating the title of the work, artist, medium and price. The Library will provide exhibitor with the label specifications.
- Permission to photograph or reproduce any work accepted for exhibition, for purposes of publicity, is considered granted unless otherwise stated in writing on the *Exhibit & Display Application*.

Reservations And Cancellations

Exhibits may be for 30 or 60 days. In order to provide equitable access to exhibit and display areas, non-Library exhibits and displays may remain for no more than 60 days. Groups may reserve a specific area for one 60-day period annually. Individuals may reserve a specific area for one 60-day period every two years.

The Library reserves the right to cancel or reschedule any exhibit or display if a Library event/program needs the area. To the extent it is reasonably practicable, the Library will provide two (2) weeks' notice of cancellation.

Sales

Works of art on display at the Library may be offered for sale. Prices will be established by the artist. The artist is responsible for transacting the sale of any work directly with the purchase; no sales will be made through the Library staff. Works that are not for sale must be clearly designated "NFS" (not for sale). Works sold must remain on exhibit throughout the designated period.

Fees

The *Exhibit & Display Application* will note any fees for exhibit and display and reception fees. The Library Board of Trustees may modify fees on an annual basis.

Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

Adopted by the Board of Trustees on _____, 2023.

Goshen Public Library & Historical Society Exhibit and Display Application

This form, which includes the **Exhibit and Display Release**, must be submitted, and approved by the Goshen Public Library and Historical Society no later than four weeks prior to the scheduled date of the event.

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ email: _____

Website: _____

Sponsoring Organization (if any): _____

Address: _____

Phone: _____

Exhibit and Display Information

Month requested: _____

Name of Exhibit: _____

Exhibit Location: _____ Pomares Community Room _____ Lobby Display Case

I/We have received a copy of the Goshen Public Library & Historical Society Exhibit Policy and the Application and Release Form. I/We agree to abide by all of the stated rules/regulations. I/We, the undersigned, hereby lend the following works of art or other material to the Goshen Public Library & Historical Society for exhibit/display purposes only. In consideration of the privilege of exhibiting/displaying in the Library, I hereby indemnify, release, and hold harmless the Goshen Public Library & Historical Society and its employees, Trustees, agents, successors, and assigns, from any and all liability, claims, and costs arising from or related to the exhibit including the installation and removal of such exhibit.

Name (print): _____

Signature: _____

Date: _____

Implies an understanding of, and agreement to abide by, the Goshen Public Library & Historical Society Exhibit Policy and Procedures.

Request to hold a reception or other event: _____ Yes _____ No _____ Maybe

If yes, provide separate sheet with details as to time and date requested, number of attendees, and other relevant information. All events are subject to approval and the Library's Meeting Room Policy and Outside of Regular Business Hours Event Policy.

Brief description of materials exhibited (may be on separate sheet):

All art pieces should be framed with a wire attached for hanging. Acceptance of unframed art will be made on a case by case basis. Artists are responsible for hanging, displaying, and removing their own art, materials, and objects. The Library will provide the gallery hanging system. If artwork is for sale, all transactions will be made between the artist and interested purchaser; the Library is not a part of or party to these transactions.

No labels, signs, artwork or other material may be attached to any wall or display case without both the items and means of adhesion approved by the Library Director or their designee.

In addition to the completed Exhibit and Display Application [and fee], please submit the following:

- A .jpg or .png of a representative piece of art to be used for publicity.
- Brief biography or an artist's statement and headshot for publicity.
- A list of displayed items: including weight, title, medium, and price.
- Title for the exhibit or display.
- Contact information to be shared with the public (phone or email).
- Reception or other opening requirements. The Library reserves the right to charge a reception fee.

Artist/exhibitor will meet with Library within two weeks of receipt of an approved *Exhibit and Display Application* to confirm dates, specifications around labels, and exhibit.

Set up is the first of the month; removal is on the last day of the month.

Please send the completed Exhibit and Display Application to _____ at _____ or deliver to the Library's first floor Service Desk. If you have any questions, please contact _____ at _____, ext _____ or by email at _____.

Security Camera Policy

The Goshen Public Library and Historical Society (the “Library”) provides and promotes 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 enriches our community and the lives of our patrons by providing unlimited opportunities for information, education, inspiration, and imagination. In furtherance of this, the Library must offer a welcoming, open atmosphere and provide a safe environment where individuals can use the Library facility and its resources.

Purpose

The Library employs video security cameras to enhance the protection, safety, and security of the Library facilities and Library patrons, employees, and property, by providing the means to document safety incidents and identify persons who have broken the law or violated the Library’s Rules of Conduct. The purpose of this Security Camera Policy is to establish guidelines for the use and operation of the Library's security cameras, and for accessing and disclosing recorded video security images when required or appropriate.

Staff and visitor safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.

Signage

Signage will be posted at each exterior entrance of the Library alerting individuals to the presence of security cameras. This Security Camera Policy will be placed on the Library website for access and notice to the public.

Liability

The Library has no intention or obligation to monitor the security cameras in real time, and the Library's use of security cameras will not eliminate the potential for criminal activity or accidents. The Library is not responsible for the loss of property or personal injury. Therefore, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property.

Camera Locations

Security cameras will be placed only in public areas where staff and patrons do not have a reasonable expectation of privacy. Camera locations may include, but are not limited to, parking lots, entrances, public corridors, and library usage areas including book stacks, public computer areas, service desks, and program and meeting rooms. Security cameras will not be placed in areas where people have a reasonable expectation of privacy, such as restrooms and staff offices. Efforts will be made so that security cameras are not positioned in a manner that will identify a person’s reading, viewing, or listening activities in the Library.

The number and locations of security cameras, as well as the addition or relocation of security cameras, must be approved by the Library Board of Trustees.

Security cameras will not be installed for the purpose of monitoring staff performance. Security cameras will only record video footage; no audio recordings will be captured.

Privacy/Confidentiality

It is possible that recorded security camera videos and images may contain personally identifiable information about an individual who has used a Library service or borrowed Library materials (“patron information”), and the Library will afford confidentiality and protection to this patron information in accordance with New York State Law (CPLR Section 4509) and American Library Association principles.

The security camera system management, data storage, and other components will be located in staff-access only areas of the Library. The computer technology associated with the system will be properly maintained and will be secured from outside intrusion and misuse.

Access to Security Camera Images and Video Recordings

It is not the intention to monitor security camera video and images in real time. However, live footage may be monitored as authorized by the Library Director, Assistant Director, or Facilities Manager, as needed to respond to safety incidents, such as accidents, policy violations, or criminal activity. Other staff members may be given authorization by the Library Director to access live security camera recordings on a limited basis. Unauthorized viewing of video footage is strictly forbidden and will be subject to disciplinary action.

Occasional spot checks of security camera video recordings and images may be made by the Library Director, Assistant Director, or Facilities Manager to assure proper operation of the system and to review access procedures. The frequency of such spot checks and the amount of video reviewed will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

Security camera video recordings and images may be used to identify persons responsible for policy violations, criminal activity, or other actions disruptive to normal Library operations, or to identify banned patrons. When authorized by the Library Director to identify such persons, videos and images may be shared with staff via email or posting at the service desks

When an incident or reported activity prompts the need to review security camera video files, the Library Director will review the relevant recording, limiting the examination to only those parts of the recording specifically related to the incident. The examination may include the review of various interior and exterior cameras to capture the movement of individuals involved in the incident.

Law Enforcement Requests to Access Security Camera Footage

Consistent with the confidentiality requirement of CPLR section 4509, security camera video recordings and images will only be released to law enforcement as required by subpoena, warrant, or court order. Before complying with any such request, the Library Director will consult with the Library Attorney to determine the proper response.

In the event of a search warrant, which is executable immediately, staff will comply with the search warrant. Upon receipt of a subpoena or other court order, staff will consult with the Library Attorney

to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated.

Requests for Security Camera Footage Under the Freedom of Information Law

Security camera video recordings and images are considered public records of the Library and may be requested pursuant to the Freedom of Information Law. Requested video and image records may be exempt from disclosure because of privacy issues or public safety and security reasons, or under other exemptions provided in the Freedom of Information Law. Members of the public who wish to obtain a copy of any security camera video footage or images should consult the Library's Freedom of Information Law (FOIL) Policy, <http://www.goshenpubliclibrary.org/wp-content/uploads/Freedom-of-Information-Policy-June-12-2023.pdf>

Retention

The retention of video surveillance images will be determined by the capacity of the available data storage, approximately 60-90 days. The oldest footage is automatically overwritten by newer images. Footage reviewed and determined to show suspected or actual Rules of Conduct violations, criminal activities, or accidents and injuries involving either staff or patrons may be retained for longer periods as necessary for action or needed as a record of events. This footage must be archived in conjunction with a related incident report demonstrating need to retain footage.

The Library disclaims any liability for use of security video data in accordance with the terms of this policy.

Adopted by the Board of Trustees on _____, 2023.

List of Security Cameras as of October 9, 2023

- 1st floor – Main lobby corner near Bookstore
- 1st floor – Main lobby facing rest room hall
- 1st floor – Near Circulation Desk facing lobby
- 1st floor – Mechanical Room rear left corner
- 1st floor – In stairwell Mechanical Room and Patio
- 1st floor – Community Room rear corner
- 1st floor – Off Community Room stairwell and Patio
- 1st floor – YA Room rear left corner
- 1st floor – Above YA Door near study rooms
- 1st floor – Left rear facing front
- 1st floor – Biography corner
- 1st floor – Large Print corner
- 1st floor – Cross Room
- 2nd floor – Local History Room, right rear corner
- 2nd floor – Hallway above display cases
- 2nd floor – Glycol room
- 2nd floor – Children’s Circulation Desk front corner
- 2nd floor – Children’s Activity Room rear corner
- 2nd floor – Children's Main Room right corner
- 2nd floor – Children's Computer Hub area
- 2nd floor – Children’s Rear Booth Wall
- Exterior – Main entrance right side of doors
- Exterior – Left of eave to right of front door (pump house and generator)
- Exterior – Side of building near parking lot
- Exterior – Rear Community Room exit door
- Exterior – Under porch left corner
- Exterior – Rear post side view of patio



**Goshen Public Library & Historical Society
Local History Room Policies and Procedures**

Adopted and approved by the Board of Trustees on _____, 2023.

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Purpose

This document explains the intent governing the acquisition, use, and disposition of collections held by the Goshen Public Library & Historical Society (the “Library”) in its Local History Room. This document does the following:

- Establishes basic priorities and criteria for adding new objects and manuscripts to the collection (the accession policy).
- Affirms the highest ethical standards will be met by the Library and the Local History Room staff in all transactions, including avoidance of conflicts of interest.
- Affirms that staff will comply with all domestic and international laws and regulations governing the collecting of objects, the transfer of ownership of those objects, and the movement of objects and collections across political boundaries and borders.
- Assures that the standards of documentation for acquisitions and care meet generally accepted museum standards.
- Establishes the conditions and procedures for permanent removal of objects from the collection (the deaccession policy).

Mission Statement

The Local History Room of the Goshen Public Library and Historical Society provides access to its collection to inspire curiosity in history and historical research, foster community connections, and encourage engagement with historical information of the United States of America, the State of New York, the county of Orange, New York, and particularly the ~~community of~~communities served by the Goshen Central School District, New York.

Statement of Authority

The Local History Room is a component of the Goshen Public Library and Historical Society, a 501(c)3 corporation granted an absolute charter in 1989 by the Board of Regents of the University of the State of New York and organized as a school district library. The Library is governed by an elected seven-member Board of Trustees.

Scope and Description of the Collection

The Local History Room holds a collection of thousands of primary source objects, archives, photographs, manuscripts, and library materials. This collection, key to our mission to inspire curiosity, foster community connections, and encourage engagement shall be for research, preservation, and interpretation.

The Local History Room collects and maintains materials that support and advance its mission. The following criteria inform the collection:

- Utility
 - Does the object bring value for public or academic research?

- Does the object tell a unique or compelling story about Goshen, Orange County, or New York?
- Does the object support exhibit or display interests?
- Logistics
 - Is the object in good condition?
 - Is there space to store the object?
 - Is the object unique to the collection?
 - Does the object provide a new interpretation or enhance an existing one?
 - Is the object replicated or duplicative of holdings in other local history collections?

The Local History Room maintains a non-circulating library of print materials and objects relating to the history of the Village of Goshen, the Town of Goshen, the county of Orange, and the State of New York. Materials may include periodicals, newspapers, published works and manuscripts, family history and genealogy files, marriage records, obituaries, records of community organizations, clubs, and religious organizations, records of local businesses, personal papers, correspondence, journals, and diaries, maps, deeds, blueprints, photographs, legal and case documents, works of art, and other archival documents.

Acquisitions (Accessioning)

The Local History Room of the Library acquires objects and archival materials by gift, bequest, donation, exchange, ~~and purchase~~, or any other appropriate transaction by which full and absolute title is effectively transferred to the Library. Only objects meeting the acquisitions criteria will be accepted.

The following criteria should/must be met:

- All acquisitions must be relevant to and consistent with the purposes and activities of the Library.
- The Library can provide for the immediate and future storage, protection, and preservation of the materials under conditions that ensure their availability for the Library's purposes and in keeping with professionally accepted standards.
- The present owner must declare in writing that he/she has clear title to the object and execute a written Deed of Gift, which should include a complete description of the property and its provenance.
- No acquisition will be accepted unless accompanied by full literary rights, property rights, copyrights, patents, or trademarks.
- Every effort should be taken to determine provenance before taking title and permanent possession.
- The Library shall not pay for an appraisal for the donor, nor shall any Library employee, volunteer or Board of Trustee member appraise a potential gift from or for a donor, for the purpose of establishing the tax-deductible value of gifts or purchases offered to the Library for the Local History Room. The U.S. Internal Revenue Service prohibits appraisals from recipient institutions that are involved in the transaction. Only appraisals from disinterested third parties will be accepted.

- The Library is a non-profit, tax-exempt charitable organization under section 501(c)3 of the Internal Revenue Code of 1986 (or corresponding provisions of any future Federal tax code). Donations are tax deductible as allowed by law and donors should be advised to consult with their personal tax advisor.
- No objects or materials shall be knowingly or willfully accepted or acquired for the collection which are known to have been stolen, or illegally collected in the United States contrary to state law, federal law, international law, regulation, treaty and/or convention, or whose recovery involved unscientific or intentional destruction of or damage to historic or cultural sites, buildings, habitats, districts, or objects. Every effort will be made before acquisition to determine that the object has a clear and legitimate provenance. If the question of legal acquisition exists, the Library should err on the side of caution. The following is a list of object types that may require special scrutiny but should not be considered all-inclusive.
 - **Native American objects subject to NAGPRA (Native American Graves Protection and Repatriation Act):** The Library shall not acquire any repatriatable Native American object without the related tribal consent. The Library shall not acquire any illegally obtained Native American object. The Library shall confer with the National NAGPRA office before accepting any Native American object to ensure it does not fall under NAGPRA. The Library shall also confer with and inform the New York State Office of Parks, Recreation, and Historic Preservation (the “NYSHPO”) and the New York State Museum of the potential gift and comply with all information requests from NYSHPO (e.g., description of object, image, etc.). Unless required otherwise by law and to the extent reasonably possible, the Library shall maintain the anonymity of the donor. Human remains will only be accepted by the Library as a conduit for repatriation and/or reburial.
 - **Animals:** The Library shall not acquire any animals, bird or parts or remains of animals or birds that violate the Endangered Species Act, the Marine Mammal Protection Act, the Lacey Act, the Bald and Golden Eagle Protection Act, the Migratory Bird Act, or any other related law or treaty.
 - **Nazi-Confiscated Art:** The Library shall not acquire any art that is suspected of being confiscated by the Nazis during the Holocaust-era and associated wars.
 - **Exported Objects:** The Library shall not acquire any object that has been illegally exported from a foreign country.
 - **War Trophies:** The Library shall not acquire any objects suspected of being war trophies without the written consent of the appropriate branch of the U.S. military.
- Acquisitions must be free of donor-imposed restrictions. All donations of objects or materials are considered outright and unconditional gifts to be used at the discretion of the Library.
- Objects or materials found in the collection with no accession number shall be researched to determine if any documentation exists. If no documentation is found, the Library may acquire the title in accordance with the Museum Disposition of Property Act and applicable New York laws.

- Materials left anonymously in the custody of the Library will be evaluated for inclusion in the collection. If accepted, the Deed of Gift will describe the circumstances of the gift and be signed by the President of the Board of Trustees of the Library or their designee.

Disposal (Deaccessioning)

Deaccessioning is the process of permanently removing accessioned objects from the primary collection. Because the Library holds its collections in the public trust, the deaccession process shall be deliberate, cautious, and completed with the utmost integrity.

Deaccessioning shall be undertaken only as a means of strengthening and benefiting the historical collections of the Local History Room and to focus on items that are integral to the mission. The deaccessioning process shall follow accepted museum standards.

Criteria for Deaccessioning:

In general, objects shall have permanence as long as:

- They continue to be relevant to the stated mission of the Local History Room's collection.
- They are not duplicates, or if duplicates, there is no educational, historical, or collection purpose to retain the duplicate.
- They can be properly stored, maintained, and used.
- They retain their authenticity.
- They retain their identity.
- They retain their physical integrity.

Process for Deaccessioning:

No items may be deaccessioned until a good faith effort to notify the donor, if alive, or his/her heirs or assigns, of the intent to deaccession if the item were accessioned within the previous three (3) years. If the object is returned to the donor in this manner and the donor claimed the fair market value of the donation as a tax deduction at the time of gift, the return of the object may have significant tax consequences, and the recipient should be advised to consult with their personal tax advisor.

Materials shall be deaccessioned only upon the approval of the Board of Trustees of the Library at a duly called meeting of the Board. The minutes of the meeting shall reflect the decision.

Disposition

The method for disposition of the deaccessioned materials shall be recommended by the Board of Trustees of the Library. The methods for disposition of deaccessioned materials include the following methods:

- Exchange with other institutions to strengthen the historical collections of the Local History Room;
- Donation to another institution which may make the materials generally accessible to the public;
- Sale at public auction or other appropriate means; or

- Destruction.

A complete record of the conditions and circumstances under which items from the collection were deaccessioned and disposed of shall be retained as part of the Local History Room's permanent collection records.

All funds received through the sale of materials from the collection will be used only for care, conservation, and acquisition of objects for the Library's History Collection. The proceeds from the sale of deaccessioned objects may not be used for capital purchases or operating funds.

Conflict of Interest

The staff, volunteers, members of the Board of Trustees of the Library, and their immediate families are prohibited from acquiring objects deaccessioned from the collections except at public auction.

Disposition of non-accessioned materials

Non-accessioned materials are those items donated to the Library for the collection. If these items outlive their ability to meet the objectives of the library, the object shall be destroyed upon approval by the Board of Trustees of the Library of a recommendation from the Historical Society Committee.

Loans

Incoming and outgoing loans further encourage a love of history and historical research and greater exposure of historical objects to the public at large. Incoming and outgoing loans are a means of supplementing and enhancing the Library's collections and reputation as an important community resource.

The Library may wish to borrow objects from institutions or individuals to fulfill an exhibition, programmatic, or educational objective. Other public institutions may wish to borrow objects from the Local History Room's collection for similar objectives. Loans to and from the Library are subject to the approval of the Board of Trustees of the Library. All loans to and from the Library must be documented by a loan agreement signed by all the parties (the "Loan Agreement").

Loans to the Library

Loans to the Library shall be accepted from individuals or institutions for purposes of exhibiting or current relevant research. The Library cannot store, maintain, or insure objects belonging to others that are not required for exhibition or display. Items loaned to the Library will only be approved for specified exhibits and for a specified length of time, not to exceed one (1) year, but may be renewed if requested in writing. If the loan to the Library is intended to be a donation and is later canceled, the owner shall pay the return insurance, packing, and transportation costs and be advised to consult with their personal tax advisor regarding the tax consequences of a canceled donation.

Criteria for Loans to the Library

The following criteria must be met before the Library will accept a loan of an object:

- The individual or organization offering the object for loan must provide a signed written declaration that they are the legal owners of the property.
- The duration of the loan shall be for a specified period and stated in the Loan Agreement, but not to exceed one (1) year. If agreeable to all parties, the loan may be renewed at the end of the period with a written extension signed by all parties.
- The loan may be terminated by either party with thirty (30) days written notice sent as directed in the Loan Agreement.
- All objects loaned to the Library shall receive the same care as the objects in the Library collection. No cleaning, repair or alteration, including re-matting and remounting, will be undertaken by the Library unless directed in writing by the owner. All written directions shall state the work to be done and acknowledge the cost of the work shall be borne by the owner. No conservation work will be done on the borrowed object unless there is an emergency, and the object requires immediate treatment to prevent further damage or complete destruction. In that event, the Library shall make every effort to obtain verbal permission before treatment is begun and shall request a written confirmation.
- The Library shall provide insurance coverage for the object based on appraisals supplied by the object's owner, unless insurance is waived by the object's owner and a waiver of subrogation is obtained.
- Responsibility for and standards for packing and transportation of objects shall be clearly stated in the Loan Agreement.

In the event of the death of a lender, the Library will attempt to identify the lender's legal representative and provide written notice of the loan. If the object is still in the possession of the Library and there is no response to written notice to the owner's legal representative within six (6) months, the object shall become the property of the Library.

Loans from the Library

No object may be taken from the premises for any reason, without approval of the Board of Trustees of the Library, or the Library Director, as their designee. Materials may be loaned to other museums or institutions only after careful consideration regarding the stability of the object and the ability of the borrowing institution to provide proper care, environment, security, and safe transport for the object. At all times, the security of the object shall be the priority.

All loans must be accompanied by a signed Loan Agreement. Insurance provisions will be reviewed prior to loan approval and stated in the Loan Agreement. Loan duration will be determined on an individual case basis, but shall not exceed one (1) year, subject to renewal. Loans will not be made to individuals.

Criteria for Loans from the Library

The following criteria must be met:

1. The duration of the loan shall be for a specified period and stated in the Loan Agreement, but not to exceed one (1) year. If agreeable to all parties, the loan may be renewed at the end of the period with a written extension signed by all parties (See Exhibit C, attached hereto).

2. The loan may be terminated by either party with thirty (30) days written notice sent as directed in the Loan Agreement.
3. Borrowing institutions may not transfer objects to a third party without the written consent of Library.
4. Borrowing institutions must demonstrate appropriate security as approved by the Library. The Library reserves the right to inspect the loaned object on the premises of the borrower. Acceptable security measures are as follows:
 - Small objects must be displayed in locked cases.
 - Prints, maps, and other flat material must be displayed in locked cases or mounted in an appropriate archival manner, according to the specifications outlined in the Loan Agreement.
 - Large items and costumes, not displayed in cases or behind glass, must have barriers sufficient to keep the public at a distance from the objects.
 - Where feasible, photographs shall be duplicated by color copy or by creating a negative for display purposes.
5. Any damage, breakage, or loss must be reported immediately to the Library by the borrower.
6. The borrower must provide a certificate of insurance for the borrowed object. The coverage must in effect for the duration of the loan, including the transit to and from the borrower and while on the borrower's premises.
7. Loaned objects will be used only for the purpose stated in the Loan Agreement and may not be copied, photographed, or reproduced except to record and publicize the exhibit. No borrowed object may be used for any commercial purpose whatsoever.
8. Objects shall bear labels indicating that they were loaned courtesy of the Goshen Public Library & Historical Society, Goshen, New York. All publications and press releases must also include the credit line.
9. Approved transportation by the borrower unless otherwise arranged and stated in the Loan Agreement. All insurance, packing, and transportation costs shall be the responsibility of the borrower. Packing and return transportation must be in the same manner and means as the original shipping. Only persons approved by the Library shall be permitted to handle, move, or pack borrowed objects.
10. The Board of Trustees of the Library reserves the right to refuse a loan for any reason whatsoever.

Care of Objects

The Library will apply professionally accepted methods of storage, treatment, care, preservation, conservation, and use. Every effort consistent with professional standards and ethics and within the financial resources of the Library will be made to ensure the preservation of the material. Treatment of objects will be carried out only as necessary and must respect the historic and artistic integrity of the object. Professional conservators may be contracted to perform treatments that cannot be performed in-house. Such treatments will be in accordance with the ethical standards established by the American Institute for the Conservation of Historic and

Artistic Works (AIC). All conservation treatments will be fully documented, and the records of such work will be maintained as part of the Permanent Collection files.

Security

The collections of the Local History Room and Library are its most important asset and security measures should be in place to protect these collections. These may include smoke detection system, security and/or motion alarms, fire suppression system, temperature and humidity controls, light exposure, pollutants, abrasive particulate matter, vermin, and other pests.

Insurance

The Board of Trustees of the Library, upon the advice of the Historical Society Committee, ~~and~~ Library Director and its insurer, will determine the level of insurance protection the objects and collection of the Local History Room will carry. It shall be sufficient, at a minimum, to provide full protection of the collection against theft, fire, damage and destruction, or loss of value in keeping with generally accepted museum practices.

The Library Board, as the governing entity of the Local History Room, will develop and maintain an active risk management program and a disaster plan to ensure protection of the collection of the Local History Room. Said plans shall be reviewed periodically by the Board of Trustees to guarantee adequacy of coverage.

The following factors shall be considered when determining insurance policy requirements:

1. Appraisal value and condition of the collection.
 - a. Where appropriate, appraisals will be done by a certified appraiser.
 - b. The valuation of an object, and the date of the valuation, will be retained as part of the object's record.
 - c. The Board of Trustees will determine at what market level collections will be insured.
2. Physical location and storage.
3. Possible shipment of objects, deaccessioning, destruction, and other physical changes to the collection of the Local History Room.
4. Loans of objects to and from the Local History Room.
5. Replacement possibilities.

Objects in custody of the Local History Room or the Library shall be considered the property of the potential donor and should be insured by the same until such time as a Deed of Gift ~~agreement~~ is executed in favor of the Library.

The value of the collection of the Local History Room may be subject to appraisal, certified, if possible, at the discretion and approval of the Board of Trustees of the Library. Valuations of holdings and objects to the extent known shall be included with their accession recorded in the Past Perfect database (or future database).

Periodic review of the insurance coverage and policy, and audit and inventory taking of the collection of the Local History Room shall be scheduled at the direction of the Board of Trustees of the Library.

Collection Documentation, Records, and Inventories

Collection records shall be maintained according to generally accepted practices of similar institutions. These records include accession, loan, and deaccession records in addition to provenance and donor information. A periodic inventory of the primary condition shall be conducted.

The Local History Room shall maintain the insurance, financial, tax, and appraisal records, and other collection information as confidential, as well as records and information declared confidential by the donor.

Access to the Collection/Use of the Collection

The Local History Room of the Library has important and unique documents pertaining to the history of Goshen and surrounding areas.

During operating hours, the collection shall be accessible for research and study subject to procedures necessary to safeguard the collection and objects.

Patrons using the collection must comply with the following:

- Walk-ins are welcome during certain hours designated by the Library Board. Appointments can be made when the Local History Room is not open.
- All visitors must sign the registration log.
- Requests from on-site researchers take precedence. Research requests received through the mail, by phone, or email will be handled as time and staffing allow.
- Items from the Local History Room are non-circulating and may not be taken outside the Local History Room.
- Staff or volunteers will locate and bring the requested materials to researchers using the Local History Room when possible.
- Use only pencils. Do not use self-adhesive post-it notes, paper clips, pens, highlighters, *etc.* No tracing is allowed. Archival materials must not be marked, damaged, or altered in any way.
- Patrons may be asked to use archival gloves when handling fragile documents.
- Photographing may be done with cellphones or professional apparatus, or with the help of staff.
- When objects from the collection are reproduced in any print publication, electronic publication or format, or audio visual work (for example, CD, DVD, website, video, film or other) or exhibited, preferred citation includes identifying the item, the collection name, name of the Library and location. A License Agreement shall be completed [outlining the terms and conditions of use-](#)
- When using the manuscript collection, papers must be kept in the order that they are filed. Only one folder at a time may be used.

- Food or drink is not allowed in the Local History Room.
- Microfilm reader/printer available when the Local History Room is open.
- In-depth research by staff and other research costs will be determined annually by the Library Board of Trustees. These costs will be shared and confirmed prior to the start of any research.

No objects may be taken from the premises for any reason without the approval of the Library Director or Library Board. All loans must be accompanied by the appropriate paperwork (See “Loans” above). Materials may be loaned to museums or institutions subject to the institution’s ability to ensure the protection, safe transport and return of the objects, insurance provisions will be reviewed prior to loan approval. Loan duration will be determined on an individual basis, but shall not exceed one year, subject to renewal. Loans will not be made to individuals unless approved by the Library Director or Library Board.

Conflict of Interest and Ethical Considerations

The Library endorses the Statement of Standards and Ethics of the [American Association for State and Local History](#). The Board of Trustees, staff members (employees) and volunteers working with the collection are expected to abide by these standards.

Library employees and Trustees are prohibited from having collections concurrent with the mission of the Library to eliminate the potential conflict of placing particularly valuable objects in private collections rather than in the Library’s collection.

The Library complies with the Native American Graves Protection and Repatriation Act (NAGPRA) regarding human remains and objects of a sacred or ceremonial nature.

The Library does not consider its accessioned collections financial assets since they are to be held, for all practical purposes, in perpetuity.

Intellectual Property

The Library will make all reasonable efforts to protect the intellectual property in its collection. This includes protecting the intellectual property rights over its collection, as well as upholding the intellectual property rights of others.

Copyright. The Library will make every reasonable effort to obtain copyright information for all collection items. Due to the nature of historical collections this may not always be possible, but a record of attempts to identify the copyright status of an item will be maintained. Where copyright is unclear or restricted, notations will be made available to the public denoting this status.

Fair Use. The Library reserves the right to distribute and utilize its collections under the doctrine of Fair Use. The doctrine of Fair Use allows limited use of copyrighted material without permission from the copyright holder. Fair use includes comment, news reporting criticism, teaching, research, and scholarship. All other uses require written permission. Requestors are responsible for obtaining copyright permission before using copies for any purpose other than those defined as Fair Use.

Review/Revision

The policies and procedures that govern the Goshen Public Library & Historical Society will be reviewed annually by the Historical Society Committee and recommendations made to the Board of Trustees of the Library. The policies and procedures may be amended by the Board of Trustees at a regular meeting or special meeting.