



Goshen Public Library and Historical Society Board of Trustees  
Regular Meeting of October 14, 2024  
(DRAFT until Accepted in meeting)

**AGENDA**

- I. Call to order - 7:00 pm
- II. Pledge of Allegiance
- III. Review and Approve Agenda  
[Action item] RESOLVED that the Board approve the Agenda as presented.
- IV. Privilege of the floor
- V. Approval of the regular Board minutes of September 9, 2024, and special meeting minutes from September 16 and September 25, 2024.  
[Action item] RESOLVED that the Board approve the regular minutes of September 9, 2024, and special meeting minutes from September 16 and September 25, 2024.
- VI. Personnel Appointments.  
[Action item] RESOLVED that the Board approve the following appointments as presented:  
Appoint Iolana Camacho to substitute Library Clerk, Orange County Civil Service Title#1390, effective September 30, 2024.  
Appoint Nicole Madsen to part time Library Clerk, Orange County Civil Service Title#1390, effective September 30, 2024.  
Appoint Juliann Nascimento to part time Library Clerk, Orange County Civil Service Title #1390 effective October 2, 2024
- VII. Finances
  - a. Financial report for September 2024 – Jack Denman, Finance  
[Action item] RESOLVED to approve the financial report for September 2024 as presented.
  - b. Warrant Schedule for September 2024  
[Action item] RESOLVED to approve the September 2024 warrant schedule as presented.
- VIII. Director’s Report—Joslyn Bowling Dixon, Interim Library Director
- IX. Review of RCLS Budget for Fiscal Year 2024-2025?  
[Action item] RESOLVED that the Board approve the proposed RCLS budget for Fiscal Year 2024-2025.
- X. Discussion and Scheduling of Calendar for Events in the New Year
- XI. Committee Reports
  - a. Standing Committees

- i. Physical Resources Committee - None
    - ii. Community Resources Committee - None
    - iii. Human Resources – None
    - iv. Sunshine Committee - None
  - b. Ad Hoc Committee
    - i. Historical Society Committee
    - ii. Bylaws Committee
- XII. Reports from Partner Groups
- a. Friends Liaison—Trustee Jim Langlois
  - b. Junior Friends Liaison—Trustee Jim Langlois
- XIII. New Business
- a. Review of Automated Logic Contract  
[Action item] RESOLVED to approve the Automated Logic Contract for service year 2024-2025.
  - b. Review of landscaper contracts. (Please update with Landscaping name)
  - c. RCLS 2025 Budget Ballot
- XIV. Executive Session for the Purpose of Discussing Personnel Matters  
[Action item] RESOLVED that the Board enter executive session
- XV. Privilege of the floor
- XVI. Report of Trustee Continuing Education Credits

Next Regular Meeting: November 11, 2024 @ 7:00 pm.

**Privilege of the Floor**

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

Members of the public wishing to speak will be recognized by the Chair and be asked to stand, state their name and address for the record, and face the Board when making their comments.



Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of September 9, 2024

**DRAFT**

I. Call to order

A regular meeting of the Board of Trustees of the Goshen Public Library & Historical Society (GPLHS) was called to order by President Tina Fortugno at 7:01p.m. on Monday, September 9th 2024.

Attendance:

Board members present: Tina Fortugno, Bob Quinn, Emily Collado, Heather LaBruna, Michael Panzer, Robert Karchawer

Absent: Jim Langlois

Also in attendance: Jack Denman, finance manager; Joslyn Bowling Dixon, interim library director; Linda Hannigan, treasurer and accountant; Emelia Estep, 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: Trustee Robert Karchawer. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

IV. Presentation on accounting services from Linda Hannigan, CPA, of R.W. Schultz, Treasurer and Accountant for the GPL&HS.

Linda Hannigan, CPA of R. W. Schultz provided a presentation to the Board of Trustees on the services that R. W. Schultz provides for the library and historical society, including: functioning as an internal auditor quarterly, preparing W-2s and 1099 forms, and filing reports with the New York State Comptroller's office. She summarized the findings of the last audit the library had, the findings of which were that the library was in a good place and no corrections were required.

Trustee Bob Quinn inquired as to whether R. W. Schultz would be able to assist with the Journal project being undertaken by the Historical Society, and Linda said that that may be a possibility, and they agreed to circle back at another time.

V. Privilege of the floor- none

VI. Approval of the regular Board minutes of August 12, 2024.

[Action item] RESOLVED that the Board approve the minutes of August 12, 2024.

Motion: Trustee Emily Collado. Seconded by: Trustee Bob Quinn. (Approved 6-0-0)

VII. Finances

Finance Manager Jack Denman highlighted that the GPLHS is under budget on the salary line by \$4,984 for the month of September. Overall, the library is more than \$30,800 under budget for the month of September and is \$27,493 under budget for the year. It was mentioned that some items are over budget for the month, but are still on budget for the year and should finish the year under budget, such as Adult Programs. Trustee Michael Panzer inquired into the Teen Books budget, as it is over budget, and Finance Manager Jack Denman said that he will look into it, but that it is likely over budget due to a yearly subscription such as Ebsco. Per a previous arrangement, Denman also reported that \$125,00 was moved from the NYLAF account into the Key account on September 5th, 2024.

a. Financial report for July 2024 – Jack Denman, Finance

[Action item] RESOLVED to approve the financial report for July 2024 as presented.

b. Warrant Schedule for July 2024

Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 6-0-0)

[Action item] RESOLVED to approve the July 2024 warrant schedule as presented.

Motion: Trustee Emily Collado. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

VIII. Director's Report—Joslyn Bowling Dixon, Interim Library Director

Interim Director Joslyn Bowling Dixon discussed her ongoing efforts to connect with staff. She has had one on one meetings with managers and staff, and has been tying up loose ends regarding matters that had previously been awaiting executive approval in the absence of a director. She and the staff worked together to look at and clarify job descriptions and responsibilities, especially as they pertain to the YA and Children's sections. She has resumed the standing meetings with managers, and has begun to hold a Town Hall for all staff. The next all staff meeting is set for September 20th, 2024. Union negotiations are ongoing at this time, and Interim Director Joslyn Bowling Dixon mentioned outstanding staff vacancies in the library.

Interim Director Bowling Dixon discussed how the building and grounds are progressing. As per the August meeting, BillCo was contracted under \$10,000 for a one-time immediate cleanup of the grounds, which all board members in attendance agreed was a marked improvement. Interim Director Bowling Dixon is still awaiting a contract proposal from BillCo after inquiries were made as per the August meeting to include services the Board of Trustees has inquired about. Pending a contract, BillCo will be handling the library's snow removal. Trustee Bob Quinn inquired about fall cleanup for October/November, and Interim Director Bowling Dixon

responded that BillCo is getting together a proposal. All BillCo contracts are pending approval at this time.

Interim Director Bowling Dixon briefly mentioned that the HVAC contract expires on September 18th, but deferred discussing until New Business.

Interim Director Bowling Dixon discussed the Jazz Band Concert, which went exceedingly well. Over 200 people were in attendance for the 20th year of the event. She also provided a brief overview of the summer reading program, including the slight decrease in numbers for volunteers and children's participation, although it was still fairly high, and recounted the joy of seeing the Adult Pizza Party.

She gave an overview of how the Koha migration has affected the library. There have been benefits and downsides of the new system. Circulation generally finds the process more difficult, as many functions that previously only had one step now have several, but tech services finds the new system to be beneficial. One major impact of the migration is that it has knocked out the library's self-checkout since early August. RCLS is working with the IT department to try to resolve it, and the next step will be to have an RCLS tech representative onsite.

Interim Director Bowling Dixon briefly discussed the potential of using Square for the Journal, and will be discussing it more with Trustee Bob Quinn, the Friends group, and the Historical Society.

The President of the Board briefly discussed being impressed by the reports from department heads and their use of data to assess public need and address it in future programming, as well as their acknowledgement of staff and volunteers in their reports.

Both the President of the Board and Interim Director Joslyn Bowling Dixon commended Young Adult Librarian Karen Golding for Goshen's first Battle of the Books team. Karen, who was in attendance in the audience, briefly spoke regarding the Battle of the Books team and plan for next year's team. Young Adult Librarian Golding expressed pride in her team for their hard work and effort in the Battle of the Books competition.

## IX. Committee Reports

### a. Standing Committees

- i. Physical Resources Committee - None
- ii. Community Resources Committee - None
- iii. Human Resources – None
- iv. Sunshine Committee - None

### b. Ad Hoc Committee

i. Historical Society Committee

Trustee Bob Quinn provided a brief report of concerns regarding the storage of materials which may be inappropriate for the Historical Society to keep or which are in bad condition. He specifically cited a ledger which is succumbing to mold and expressed concerns regarding potential health risks as well as the potential risk that it may spread to other historical documents. An idea was floated to possibly digitize items in the collection that may be too damaged to keep on site.

Trustee Quinn also spoke on the Battle of Minisink monument. There are concerns that without covering it somehow or moving it to a more sheltered area, cracks that have been found in the monument may become more severe should water get into the cracks and expand when it freezes. Jim Tarvin has proposed moving the monument to the alcove on the 207 side of the building. The area is covered by an overhang, and is already leveled with concrete. Trustee Quinn will get more information on signage and assess the space with the assistance of a local monument company.

Trustee Quinn also discussed the Journal project. Sal LaBruna made a mock up of the Journal with the use of a pay to print service. He will present on the Journal further at the next Board meeting on Monday, October 14th, 2024.

ii. Bylaws Committee

X. Reports from Partner Groups

a. Friends Liaison—Trustee Jim Langlois

Trustee Langlois is abroad and unable to speak on the Friends. Trustee Bob Quinn briefly mentioned an upcoming “Chains Across the Hudson” talk scheduled for Saturday, September 14th.

b. Junior Friends Liaison—Trustee Jim Langlois

Trustee Bob Quinn reported that the Jr. Friends raised over \$400 at the Big Band event. The Jr. Friends have also restructured their officers and will be holding once a month meetings on Sundays. They have decreased the hours of the bookstore to 2-4pm on Saturdays due to many volunteers having less time as school begins. The film festival will be pivoting to an open mic event due to a lack of video submissions, but the videos that were submitted will be played at the open mic night. A trivia event and tree lighting have been floated.

XI. New Business

a. Contract for HVAC

Interim Director Joslyn Bowling Dixon discussed the contract with Armastead, our current contractor for the mechanical aspect of the HVAC system will be expiring on September 18th. Due to some conflicting information, Interim Director Joslyn Bowling Dixon will be consulting with Finance Manager Jack Denman regarding the library’s contract with Automated Logic for the computer system of the HVAC system and clarifying if Armastead is also contracting with a 3rd party for the systems side of the HVAC system. The library currently contracts with

Automated Logic directly. The director recommended the board vote to renew the contract with Armastead for another year.

[Action Item] RESOLVED that the Board approve renewing the library's contract with Armastead for the HVAC system.

Motion: Trustee Rob Quinn. Seconded by: Trustee Emily Collado. (Approved 6-0-0)

#### XII. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 8:28pm on Monday, September 9th, 2024.

Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 6-0-0)

[Action item] RESOLVED that the Board end executive session at 10:08pm on Monday, September 9th, 2024.

Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 6-0-0)

#### XIII. Privilege of the floor-

Lisa Taylor of Circleville, an employee of the Goshen Public Library and Historical Society spoke regarding the Big Band event. Several people came in on Monday after the event saying that they were sad they had missed the event, and saying things like "maybe I missed it". She recounted that some had said they hadn't realized it was going on until they drove past it on Sunday. Lisa expressed that she believed that a recent change to the website may have changed the amount of time the event was mentioned for.

#### XIV. Report of Trustee Continuing Education Credits

[Action Item] RESOLVED that the Board end the meeting on Monday, September 9th at 10:18pm

Motion: Trustee Robert Karchawer. Seconded by: Trustee Emily Collado. (Approved 6-0-0)

Next Regular Meeting: October 14, 2024 @ 7:00 pm.

Submitted by: Emelia Estep, Clerk of the Board

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

**Special Meeting of September 16, 2024**

Draft

I. Call to order

A special meeting of the Board of Trustees of the Goshen Public Library and Historical Society (GPLHS) was called to order by President Tina Fortugno at 7:30 p.m. on September 16, 2024.

Attendance:

Board members present: Tina Fortugno, Michael Panzer, Heather LaBruna, Emily Collado, Robert Karchawer

II. Enter executive session

[Action item] RESOLVED that the Board enter executive session at 7:30 for the purpose of discussing personnel matters.

Motion: Trustee Collado. Seconded by Trustee Panzer. (Approved 5-0-0)

III. Exit executive session

[Action item] RESOLVED that the Board exit executive session at 10:15. No actions taken.

Motion: Trustee LaBruna. Seconded by Trustee Karchawer. (Approved 5-0-0)

Next regular meeting: October 14, 2024, at 7 p.m.

Submitted by: Tina Fortugno, President of the Board of Trustees.



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

**Special Meeting of September 25, 2024**

Draft

I. Call to order

A special meeting of the Board of Trustees of the Goshen Public Library and Historical Society (GPLHS) was called to order by President Tina Fortugno at 7:30 p.m. on September 25, 2024.

Attendance:

Board members present: Tina Fortugno, Michael Panzer, Heather LaBruna, Emily Collado, Robert Karchawer, Robert Quinn, Jim Langlois

II. Enter executive session

[Action item] RESOLVED that the Board enter executive session at 7:30 for the purpose of discussing personnel matters.

Motion: Trustee Collado. Seconded by Trustee LaBruna. (Approved 7-0-0)

III. Exit executive session

[Action item] RESOLVED that the Board exit executive session at 9:49. No actions taken.

Motion: Trustee Quinn. Seconded by Trustee Panzer. (Approved 6-0-0) (Trustee Collado left during Executive Session)

Next regular meeting: October 14, 2024, at 7 p.m.

Submitted by: Heather LaBruna, Secretary of the Board of Trustees and Tina Fortugno, President of the Board of Trustees.

**Goshen Public Library and Historical Society**  
**Statement of Activities**  
September 1 - 30, 2024 and YTD Jul 1, 2024 - June 30, 2025

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				MONTH			YEAR TO DATE				FULL YEAR		FULL YEAR
2				Sept 24/25	Budget	Over/(Under) Bud	24/25 Act YTD	YTD Bud	Over/(Under) Bud	% of Budget	Budget 24/25	Debt 24/25	% of Budget
3	<b>Income</b>												
4		Real Property Taxes		-	-	-	-	-	-	-	1,954,019		
5		Real Property Taxes-Bond										496,194	0%
6		PILOT Revenue		-	5,083	(5,083)	-	15,250	(15,250)	0%	61,000		
7		RCLS Grants		-	417	(417)	5,350	1,250	4,100		5,000		
8		Other Grants		-	83	(83)	-	250	(250)		1,000		
9		Library Charges		714	458	256	1,856	1,375	481		5,500		
10		Appropriated Reserve		-	-	-	-	-	-		40,000		0%
11		Friends of the GPLHS		650	208	442	650	625	25		2,500		
12		Donations		-	-	-	-	-	-		-		
13		Interest Income		1,663	1,000	663	7,050	3,000	4,050		12,000		
14		<b>Total Income</b>		3,027	7,250	(4,223)	14,906	21,750	(6,844)	69%	2,081,019	496,194	1%
15	<b>Expense</b>												
16				(Over)/Under Bud			(Over)/Under Bud						
17		Total Salaries & Wages		69,611	87,176	17,565	231,819	261,529	29,710	89%	1,133,293	-	20%
18		Employee Benefits											
19		FICA		4,271	5,405	1,134	14,263	16,215	1,952	88%	70,264		
20		Medicare		999	1,264	265	3,336	3,792	456	88%	16,433		
21		Worker's Compensation		-	667	667	-	2,000	2,000	0%	8,000		
22		Unemployment Insurance		271	833	562	1,389	2,500	1,111	56%	10,000		
23		Disability Insurance		(64)	583	647	(204)	1,750	1,954	-12%	7,000		
24		Health Insurance		14,198	16,417	2,219	43,555	49,250	5,695	88%	197,000		
25		Retiree Health Insurance			-	-	-	-	-	0%			
26		Vision Care		102	125	23	325	375	50		1,500		
27		State Retirement		-	-	-	-	-	-	0%	102,000		
28		State Retirement-Arrears			-	-		-	-		40,000		
29		Direct Deposit Fees		248	100	(148)	744	300	(444)		1,200		
30		<b>Total Employee Benefits</b>		20,025	25,394	5,369	63,408	76,182	12,774	83%	453,397	-	14%
31		Library Materials/Services											
32		Books - Adult		1,485	3,500	2,015	7,494	10,500	3,006	71%	42,000		
33		Books - Teen		-	500	500	118	1,500	1,382	8%	6,000		
34		Books - Juvenile		464	1,333	869	1,423	4,000	2,577	36%	16,000		
35		Reference Databases		-	358	358	350	1,075	725	0%	4,300		
36		Serials		-	667	667	3,889	2,000	(1,889)	194%	8,000		
37		AV		314	333	19	1,052	1,000	(52)	105%	4,000		
38		AV - Audio Books		-	333	333	-	1,000	1,000	0%	4,000		
39		AV - Audio Music		-	83	83	-	250	250	0%	1,000		
40		Museum Passes		-	150	150	925	450	(475)	206%	1,800		
41		E Content		1,820	1,583	(237)	6,007	4,750	(1,257)	126%	19,000		
42		<b>Total Library Materials/Services</b>		4,083	8,842	4,759	21,258	26,525	5,267	80%	106,100	-	20%
43		Building		(Over)/Under Bud			(Over)/Under Bud						
44		Equipment		-	200	200	-	600	600	0%	2,400		
45		Building Repairs/Improvement		1,415	833	(582)	1,485	2,500	1,015	59%	10,000		
46		Utilities		3,945	4,167	222	13,994	12,500	(1,494)	112%	50,000		
47		Insurance		11,309	3,433	(7,876)	11,309	10,300	(1,009)	0%	41,200		
48		New Building- Generator		-	-	-	-	-	-	0%	-		



**Goshen Public Library and Historical Society**  
**Balance Sheet**  
**General Fund**  
As of September 30, 2024

	A	B	C	D	E	F	G	K
1								
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3								
4						<b>30-Sep-24</b>		
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**30-Sep-24**

**ASSETS**

**Current Assets**

**Checking/Savings**

**Cash - Key - Current year funds**

50,673.27

**Total Key Balance**

50,673.27

**NYLAF**

380,589.98

**Cash - Orange County Trust**

5,407.26

**Petty Cash**

99.25

**Total Checking/Savings**

436,769.76

**Total Current Assets**

436,769.76

**TOTAL ASSETS**

**\$ 436,769.76**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

10,436.54

**Accrued Expenses**

-

**Real Property Tax Advance**

.

**Payroll Liabilities**

8,809.28

**Total Other Current Liabilities**

19,245.82

**Total Liabilities**

19,245.82

**Equity (Total Assets less Total Liabilities)**

417,523.94

**TOTAL LIABILITIES & EQUITY**

**\$ 436,769.76**

Goshen Public Library & Historical Society  
Statement of Cash Position  
Capital Fund at 09/30/24

Cash accounts	Balance
Community Foundation of Orange & Sullivan (CFOS)	61,637.14
Total cash available	\$ 61,637.14

**NO CAPITAL ACTIVITY**

Goshen Public Library and Historical Society  
Board Warrant Schedule  
October 5, 2024

09/09/2024	19080	Orange Library Association	Administrative Expenses-Continuing Education	15.00
09/13/2024	19081	CSEA, Inc.	Employee Benefits-Union Dues 8/22/24 PR	423.63
09/13/2024	19082	CSEA, Inc.	Employee Benefits-Union Dues 9/05/24 PR	423.63
09/13/2024	19083	Void		-
09/18/2024	19084	Book Page	Library Materials-Serials	414.00
09/18/2024	19085	Cengage Learning	Library Materials-Books-Adult	205.54
09/18/2024	19086	Educational Development Corporation	Library Materials-Books-Juvenile	411.18
09/18/2024	19087	Elm USA Inc.	Administrative Expenses-Library Supplies	55.05
09/18/2024	19088	Gaylord Bros., Inc.	Administrative Expenses-Library Supplies	310.62
09/18/2024	19089	Void		-
09/18/2024	19090	Hoopla	Library Materials-E Content	1,418.96
09/18/2024	19091	J & G Law, LLP	Administrative Expenses-Professional Services-Legal	9,648.97
09/18/2024	19092	Midwest Tape	Library Materials-AV	347.38
09/18/2024	19093	Mike's Lock Service, Inc.	Building-Building Services	1,359.70
09/18/2024	19094	OverDrive	Library Materials-E Content	499.94
09/18/2024	19095	RCLS General	Library Materials-Memberships Dues 9/11 Memorial	212.50
09/18/2024	19096	SRS Inc.	Programs-Juvenile Programs	30.11
09/18/2024	19097	Utica National Insurance Group	Building-Insurance	11,309.00
09/18/2024	19098	Joslyn Bowling Dixon	Administrative Expenses-Professional Services	6,937.50
09/18/2024	19099	Greenwald & Doherty LLP	Administrative Expenses-Professional Services-CSEA matters	49.50
09/25/2024	19100	NYLA	Administrative Expenses-Continuing Education	805.00
09/27/2024	19101	Joe Palancia	Programs-Adult Programs	650.00
09/27/2024	19102	Robert W. Schultz, CPA	Administrative Expenses-Professional Services Accounting	700.00
09/27/2024	19103	The Davey Tree Expert Company	Building-Building Services	262.00
09/27/2024	19104	Trugreen Commercial	Building-Building Services	1,453.72
10/03/2024	19105	Payroll		28.19
10/02/2024	19106	AWE Learning	Electronic Resources-Computer Software	3,439.00
10/02/2024	19107	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen	2,974.28
10/02/2024	19108	Cengage Learning	Library Materials-Books-Adult	86.37
10/02/2024	19109	Janice Vilardo	Programs-Adult Programs	190.00
10/02/2024	19110	Void		-
10/02/2024	19111	Midwest Tape	Library Materials-AV	363.10
10/02/2024	19112	Norma Fives	Employee Benefits-Health Insurance	659.07
10/02/2024	19113	Phyllis L. Hunter	Employee Benefits-Retiree Health Insurance	642.98
10/02/2024	19114	Spectrum Business	Administrative Expenses-Telephone	209.97
10/02/2024	19115	Toshiba Financial Services	Administrative Expenses-Copier Lease	657.80
10/02/2024	19116	Virginia Nasser	Programs-Juvenile Programs	100.00
10/02/2024	19117	Joslyn Bowling Dixon	Administrative Expenses-Professional Services	7,312.50
10/02/2024	19118	CSEA, Inc.	Employee Benefits-Union Dues 9/19/24 PR	412.36
10/03/2024	19119	CSEA, Inc.	Employee Benefits-Union Dues 10/03/24 PR	423.63
10/03/2024	19120	Barry D Kass	Programs-Local History	75.00
09/19/2024	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,217.48
09/19/2024	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,268.01
09/19/2024	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	310.00
10/02/2024	ACH DR	Orange & Rockland	Building-Utilities	3,945.09
10/03/2024	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,552.32
10/03/2024	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,340.89
10/03/2024	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	410.00
10/04/2024	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	15,612.44
			Total	95,173.41

## **Director's Report**

Submitted by Joslyn Bowling Dixon, Interim Director

**September 6 RCLS Annual Meeting:** The Village of Goshen was the host location for the RCLS Annual meeting at the Palacio Catering and Conference Center. Because the meeting was in our backyard, the administrative team personally reached out and asked me if GPL&HS would be interested in providing a display to tell the library's story about our programs and services for the year and to share our vision with other libraries, trustees, and local as well as state officials. Thank you to Kathlyn Ruberte-Smith, Library Assistant in Children's Services for taking the lead in putting together a dynamic and eye catching display.

**September 12 Department Head/Coordinators Meeting Reboot:** With input from the department heads, I restarted weekly manager meetings which have expanded to include our coordinators and the Local History department along with our department heads.

**Chain of Command (re)established:** One of the early results of the weekly management meetings was the (re)establishment of Chain of Command protocol. Collaboratively it was determined that on the scheduling calendars, on the evening and weekends (when the unexpected/emergency situation usually occurs) the Person in Charge (PIC) would be identified by placing a "P" by the person's name. During the weekdays, the person in charge is the most senior ranking person in the building. We also updated the contact list for vendor services and outlined inclement weather procedures with winter fast approaching. Updates like this will be kept in a PIC folder and printed and placed in a PIC binder for easy access in any event which calls for on the spot leadership.

**September 17: Friends of the Library Meeting:** I attended my first FOL meeting and was introduced to the officers and members of our extremely supportive organization. The Friends' President advised me at this meeting that there are funds for staff to utilize for special projects and extras and to please send requests. As a result, the head of Children and Teen Services Karen the Children's department just received a new AWE children's computer with English/Spanish language edutainment options, courtesy of the Friends. Thank you to the Friends for the rapid response and for the continued support.

**September 25 Community Blood Drive:** The Library was the host location for the New York Blood Center's Community Blood Drive. There is a critical blood supply in the area and in the United States as a whole and the library was pleased to be a partner in the effort to bolster reserves. When I stopped in to greet our community partners, I was pleased to see some of our staff also taking the time to donate blood; our partners also shared with me that they love this library and enjoy working with us each year.

**September 27 Town Hall:** I held the first Town Hall on the last Friday of the month before the library opened for the day at 9:00 AM. It provided an opportunity to review the board meeting highlights, to discuss updates and personnel changes, acknowledge staff contributions and accomplishments and for staff to also share and to ask questions. I plan to hold a Town Hall each month after each board meeting as a way to connect with staff to share pertinent information and to answer question/concerns staff may have.

**Save the Date-Saturday October 19:**

Friends of Goshen Public Library Book Sale-Friday and Saturday October 18-19

The Great Giveback: <https://thegreatgiveback.org/index.php/about-tggb/>

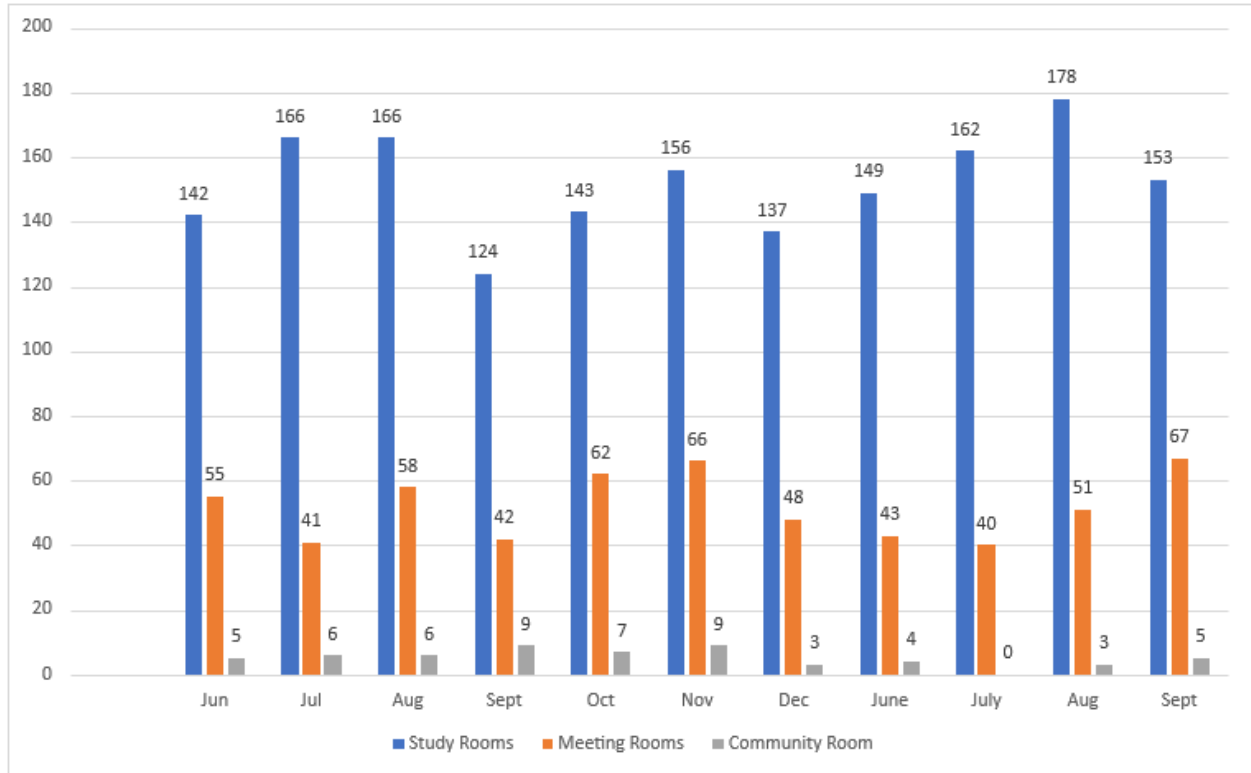
The Great Give Back is a community service initiative created by the Suffolk County Public Library Directors Association and the Suffolk Cooperative Library System, in conjunction with the Nassau Library System. The mission of The Great Give Back is to provide a day of opportunities for the patrons of the Public Libraries of New York State to participate in meaningful, service-oriented experiences. This is an opportunity to highlight the amazing community service and outreach Goshen Public Library staff provides to the community including the daily food pantry, The Food Pantry Challenge, and the upcoming Pajama /Picture Book Drive.

Freedom to Read Day of Action: <https://uniteagainstbookbans.org/day-of-action/>

Organized by Unite Against Book Bans, the Association for Rural & Small Libraries, Brooklyn Public Library, New York Public Library, and Queens Public Library, in collaboration with libraries and advocates nationwide. the goal of the day is to demonstrate the broad support that exists in our communities for libraries and the freedom to read - building momentum toward robust voter participation on Nov. 5, when the simple act of casting a ballot can help protect the right of everyone in our communities to read what they want. We will participate with a button making table, an election themed story time and election themed displays.

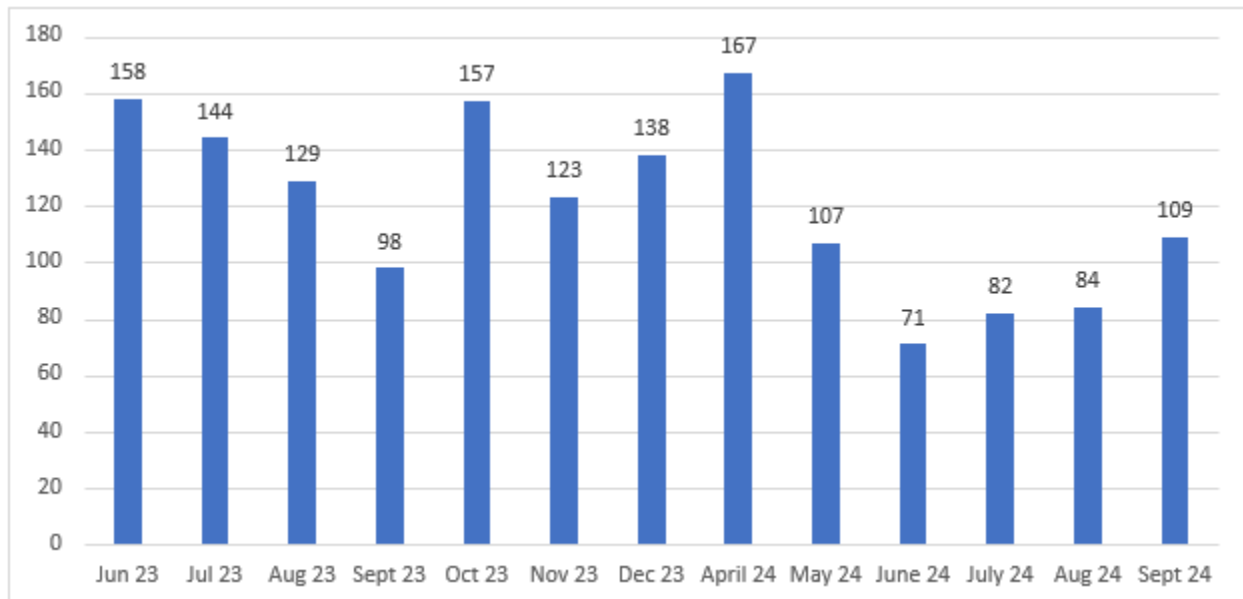


## Meeting Rooms, Study Rooms, & Pomares Community Room June 2023 – September 2024

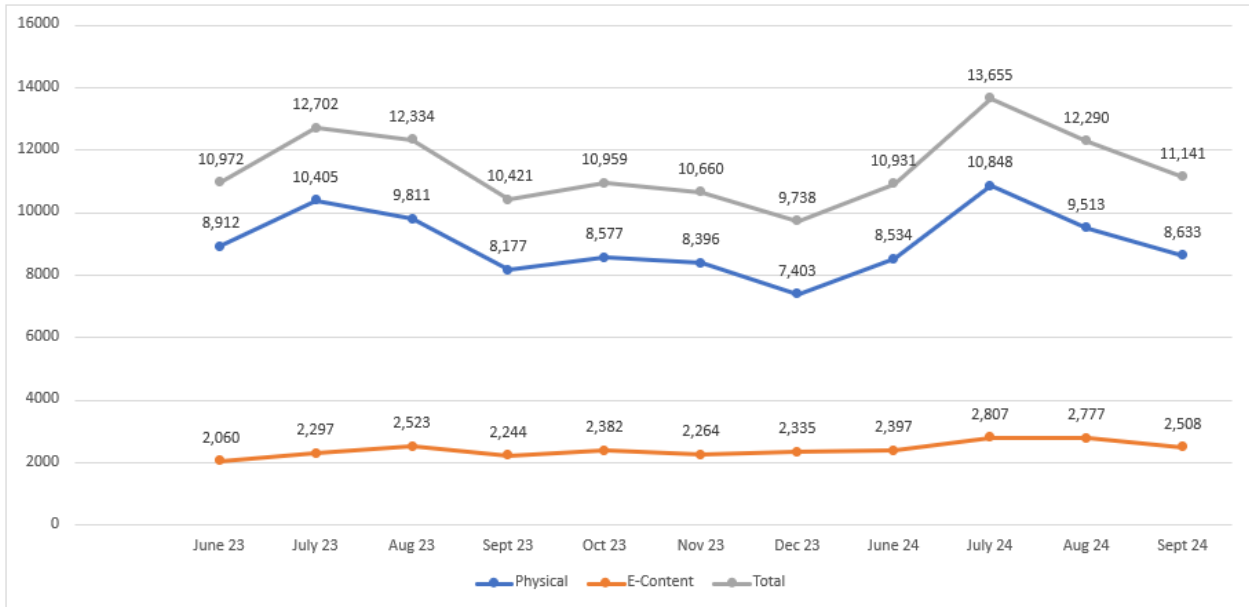


## Computer Guest Passes

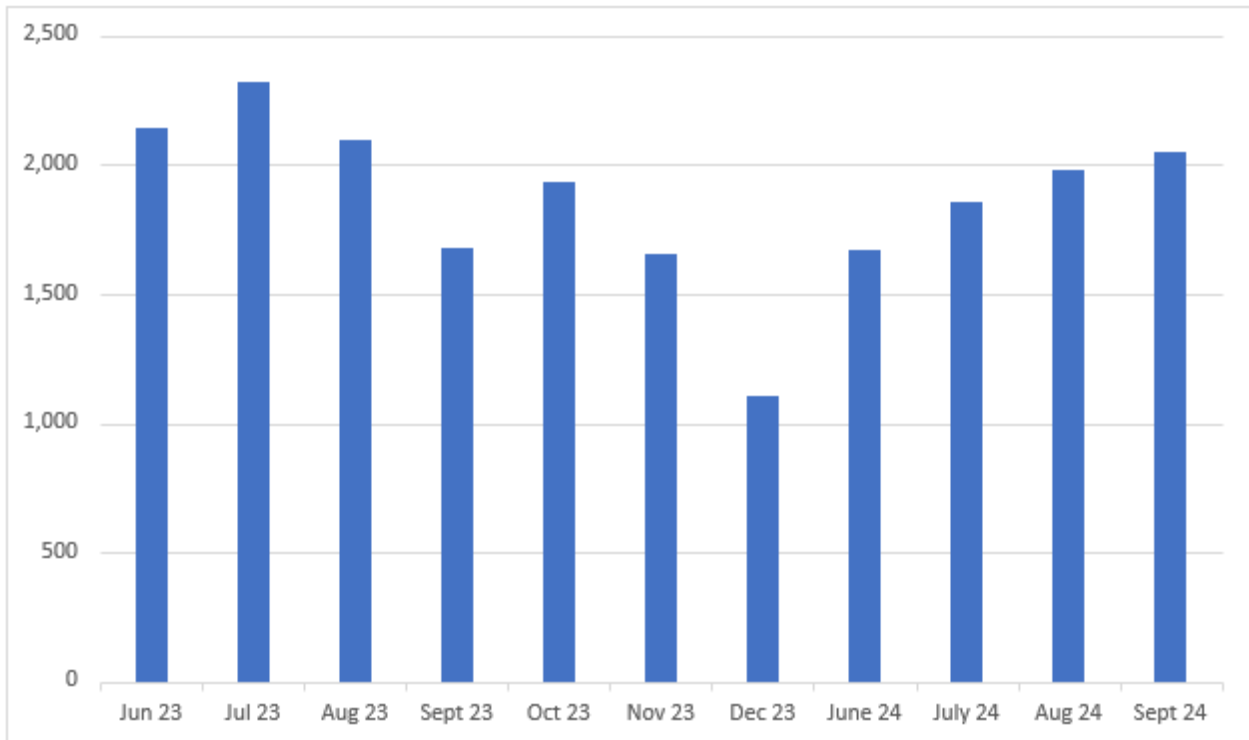
### June 2023 - September 2024



### Circulation June 2023 – September 2024



### Patron Information Interactions June 2023 – September 2024



To: Board of Trustees  
From: Ann M. Roche, Clerk, Local History Room  
Date: September, 2024

Emails: 2  
Phone: 3  
Visitors: 20  
Donations: \$155.00 (for copies and reseach)

The Fall months have always been a busy time for genealogist. Many people have been in searching their ancestors. Because we have so much information (historical documents, family histories, marriages, obituaries, etc.), our local history room has been the place to do their research.

A member of the DAR has been in research soldiers of the Revolution for articles she is writing for the Indy. New residents in our area are searching the history of their home.

We are constantly changing our showcases. October will be Fire Companies and old bottles from our collection.

We have at least 4 boxes of Bank of Orange County ledgers dating back to the early 1800's. they are in really bad shape. We would like to either restore them or have them digitized. The consensus is to have them digitized. We are working on finding a company that does that. We are also working on having the Battle of Minisink monument moved either inside or on the front patio.

The on-going inventorying of our map collection – Village and Town maps are now in separate drawers. So far our volunteers Hilde Quinn and Mary Kay Jankowski have catalogued and evaluated 150+ maps.

Accessioning our artifacts (volunteers Don Aitchison and Liz DiGiorgio) is also on-going. 294 items have been entered in the Past Perfect data base.

Submitted by: Ann M. Roche

Memorandum

To: Board of Trustees

From: Ruth Mallard, Adult Services & Charles DeYoe, Adult Programming

Date: October 4, 2024

Re: Adult Services Department September 2024 report

REFERENCE SERVICES

The Adult Services staff answered 711 patron questions this August. Questions ranged from the weather forecast to tennis scores to books by Freida McFadden. We even found a cookbook for a patron with no more information than a single recipe featured and the color of the cover.

109 guest passes were distributed for those who do not have or cannot get a library card. Some of these are residents of an unserved area with no library, and others are the day program groups that come in regularly.

September continued the years trend of record use of digital materials. With 1,945 checkouts through Libby and 563 through Hoopla, our patrons love the availability of digital books and audiobooks. That's not to say they don't love print. Over three quarters of circulations in September were for physical materials. To provide our patrons with the materials they want, 177 items were added to the adult collection in September. This includes books, audiobooks, DVDs, games, magazines and more.

<b>Select Adult Collections</b>	<b>2024</b>	<b>2023</b>
New Fiction	588	547
New Nonfiction	123	136
Fiction	1023	949
Nonfiction	674	624
Large Print	394	409
Audiobook	124	169
DVDs	535	556
Videogames	52	125
Puzzles & Board Games	50	3
Museum Passes	9	18

PROGRAMS

Concerts made up the most significant programs of September. On September 14, we started our fall concert series in partnership with the local nonprofit organization, Music for Humanity, with a performance by E'lissa Jones. Jones has a strong local following and the concert was well-attended by 73 patrons.

Later in the month, we had another concert with a performance by Turnpike Joe and the Traffic Jam on September 28. This concert had 46 attendees.

We already had our Music for Humanity Concert for the month of October, a performance by Kurt Henry & Cheryl Lambert on October 5, which was attended by 29 patrons.

Our Spice of the Month take & make program, spearheaded by Ruth Mallard, saw a sudden burst in interest with a jump from 6 participating patrons to 14.

We had to cancel one program due to a lack of registrants: the lecture on the history of Sterling Forest that was scheduled for September 26. It has since been rescheduled for November 7 and we are hoping that we'll be able to generate more interest this time.

We also started a new drop-in program series on the second and fourth Fridays: Color & Craft Circle. This is a simple way to encourage people to bring craft projects they're working on (e.g. knitting) or use one of the library's adult coloring books and just hang out in the relaxing environment of the community rooms. The response has been minimal so far but we are hoping to develop a dedicated group with time.

We also started offering a series of Inclusive Learning programs aimed primarily at adults with developmental disabilities. This series, led by Lara Sibley, aims to give the groups who use the library something fun and constructive to do with their time. This series has also been off to a slow start but interest has been growing.

Memorandum

To: Board of Trustees

From: Karen Golding, Head of Children's and Young Adult Services

Date: October 3, 2024

Re: Young Adult Department September 2024 report

Our fall programming session began this month and will cover the months of September, October, November and December. The bulk of our YA programming will take place in October and November as we allow for local students to adjust to the beginning of a new school year and then wind down before the end of the year. We did offer a few programs in September, a craft program where we decorated bird feeders and our Beanstack Cryptid Challenge opened for registration. In addition we began offering our new biweekly read to a dog program.

Fetching Reads, our read to a dog program, is the result of a new partnership we have with Paws for a Cause. Paws for a Cause is a Hudson Valley group made up of volunteers who own therapy dogs. These trained dogs are available to come to a variety of events, including mental health visits and reading visits. We have had them here in the past for mental health visits and now we are offering reading visits twice a month. Any independent reading in grades K-12 is welcome to sign up for a 15 minute time slot during which they can read a book of their choice to one of the two dogs available. Our first session took place on September 26 and was a big hit. We are thrilled to have the opportunity to work with this organization and offer this unique program to our patrons.

Finally I want to send a sincere thank you to the Friends of the Goshen Public Library for their generous donation which enabled us to purchase a new bilingual AWE Learning Station for the Children's Room. This new learning station offers early literacy games for preschool and school age children in Spanish and English. This station will be a welcome addition to our early learning offerings in the Children's Department and it would not have been possible without the support of the Friends of the Goshen Public Library. We are very grateful for their willingness to fund this new station.



Fetching Reads, September 26, 2024

## September 2024 Stats

### **Memorandum**

To: Board of Trustees

From: Amber Kirkwood, Director of Youth Programming and Community Engagement

Re: Youth Services Monthly Report October 1<sup>st</sup>, 2024

As the air cools and summer fades away, September brings us a nice calm before our Fall season officially begins. If you haven't swung by yet, I would! You may see some familiar faces or maybe some you have yet to meet. Pete the Cat looks hip as always. Bruce the Grumpy Bear is of course, grumpy. And Pigeon is well... pigeoning? All the kids favorite characters are here to celebrate this season's theme of "Build Character at Your Library." The week of September 23<sup>rd</sup>-27<sup>th</sup>, Kitty, Lynn, Kathy and I individually went to Scotchtown Elementary to promote "Library Card Month". Each day, we presented 1<sup>st</sup> grade classes during their school's library time, all the exciting things that are available at our library. Different types of books of course, but also, video games, DVDs, and yard games! We also let them know about our programming available for the season. By the end of the week (and meeting with around 200 kids), Amy Gargiulo, Scotchtown's AMAZING school librarian handed me 45 library card forms! And as I'm told, more will come. Amy and I are planning on collaborating more throughout the year and I'm really excited to work with her. Rosa's Treasure Map Scavenger Hunt was a success, and many kids learned how to use navigational coordinates to find pirate character pieces throughout the library. She also had a GREAT response to her Sensory Storytime survey and now has a monthly program one Saturday every month. September 30<sup>th</sup> was the official beginning of the season, and each program held that day (3 storytimes and a STEM program) had impressive attendances, and the kids had lots of fun!

149 non-program questions, 161 program-related questions, and 14 directional questions were answered.

## **Program Attendance:**

### **Storytimes:**

September 30<sup>th</sup> – Wee Read - 20

September 30<sup>th</sup> – Circletime - 2

September 30<sup>th</sup> – Snuggle Up for a Storytime - 14

### **Take and Makes:**

September Scavenger Hunt - 35

Talk Like a Pirate Treasure Hunt – 43

### **Reading Challenge:**

Fall into Reading Beanstack - 12

Guess Who Reading Challenge – 57

### **Specials:**

September 26<sup>th</sup>, 2024 – R.E.A.D to a Dog – 6

September 30<sup>th</sup> – Character Creations – 15

### **Community Engagement:**

September 23<sup>rd</sup>-27<sup>th</sup> – 8 Classes/Sessions – 200

### **Future Plans and Ideas:**

SPOOKY SEASON IS HERE! October brings scares and loads of exciting things for the library! Kitty is having a Creepy Crafternoon program on October 5<sup>th</sup> to share the popular book series by Aaron Reynolds with fun crafts and activities. We have a couple specials highlighting Halloween. Virginia is going to be telling ghost stories and making a ghost garland craft with the kids on October 23<sup>rd</sup>, which you can see examples of hanging around the Just for Kids area. I am hosting a Monster Brownies program on October 30<sup>th</sup>, where children get to make 3 terrifyingly cute chocolatey desserts to take home. The “Great Give Back” starts on October 19<sup>th</sup>, a popular event where libraries around the state and beyond are participating in charitable events with their community. We are working with the Pajama Program, a nonprofit organization that provides new pajamas and books to children up to age 12 who are facing adversities such as low income and housing/family insecurities. They work primarily with homeless, DV shelters, foster care, and other



establishments in need. I'm very excited to work with them and hope that we get a great amount of contributions. A donation box will be set up in the Just for Kids area until the end of November. I will also be back at the Farmers Market on October 25<sup>th</sup> to read some kid friendly scary stories and craft! On the un-horrifying front, I am excited to hear how Rosa's Sensory Storytime goes as the community had a great desire for such a program. Lynn is continuing her STEM program Character Creations, with a focus on the popular characters Elephant and Piggie, Wild Robot and Narwhal and Jelly. I am having Harry Potter Bingo on October 16<sup>th</sup> to celebrate Harry Potter Book Day.

**Submitted by Amber R Kirkwood – Director of Children's Programming and Community Engagement**

**Billco Landscape Contractors LLC**

PO Box 268

Tuxedo Park, NY 10987

billcocontractors@gmail.com

# Estimate

**ADDRESS**

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

**ESTIMATE # 2024-0086**

**DATE 09/09/2024**

ACTIVITY	QTY	RATE	AMOUNT
Estimate for landscape work at Goshen Library			
Landscape Maintenance			
Bi-weekly Maintenance including the following: 1. Pickup any branches laying in lawn areas 2. Weed whack areas not cut by mower 3. Perform sharp edging of all landscape beds 4. Blow off all paved areas 5. Price is per occurrence.	1	300.00	300.00
Additional Work to ADD:			
Bed Maintenance-1 time a month	1	600.00	600.00
1. Weed beds of any weeds 2. Prune any flowers and bushes as required 3. Trim and bushes or hedges as needed			
Install brown double ground natural hardwood mulch in all landscape beds (45 cy of mulch)	1	4,500.00	4,500.00
Pickup, purchase and install annuals in bed in Spring. Budget for flowers would be \$500.00	1	1,250.00	1,250.00
Pickup, purchase and install annuals in bed in Fall. Budget for flowers would be \$500.00	1	1,250.00	1,250.00

- 1. Customer is responsible to mark out all pipe and underground utilities not marked out by 811
- 2. Customer is responsible for adequate watering of all lawn installs or planting installed
- 3. Billco is not responsible for damage from trucks entering or leaving driveway for either deliveries or construction work
- 4. Unless otherwise notes, all Constuction projects will be raked, seeded and hayed at end of project in areas disturbed. New topsoil is not included unless specifically stated as included.
- 5. Any item not stated as specifically included in this proposal is excluded
- 5. Paver and wall samples may vary in exact color from samples

<b>SUBTOTAL</b>	<b>7,900.00</b>
<b>TAX (0)</b>	<b>0.00</b>
<b>TOTAL</b>	<b>\$7,900.00</b>

Please include your invoice number on all checks or electronic payments

**Billco Landscape Contractors LLC**

PO Box 268

Tuxedo Park, NY 10987

billcocontractors@gmail.com

# Estimate

**ADDRESS**

Jack Denman  
Goshen Public Library &  
Historical Society  
366 Main Street  
Goshen, NY 10924

**ESTIMATE # 2024-0081**

**DATE 08/30/2024**

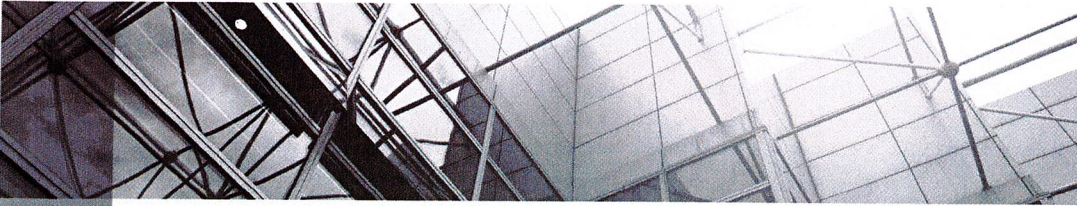
ACTIVITY	QTY	RATE	AMOUNT
Estimate for snow removal services at library locations 2024-2025 Season Library at 366 Main Street -Perform snow plowing of all driving and parking areas, after every 2" of accumulation and continue throughout the storm -Perform shoveling/snow blowing of all walkways and steps after every 2" of accumulation and continue throughout the storm -Install rock salt on all asphalt surfaces -Install magnesium chloride on all concrete surfaces -Return following morning after storm to check and install rock salt and magnesium as needed to address black ice. -Billco to be made aware of any ice spots by library staff that occur in lot or sidewalks after 12 hours once storm has ended -Perform ice control prior to the start of storm, which includes salting of parking lot and magnesium chloride before an anticipated event	1	15,000.00	15,000.00
		<b>SUBTOTAL</b>	15,000.00
		<b>TAX (0)</b>	0.00
		<b>TOTAL</b>	<b>\$15,000.00</b>

\*\*Due to sidewalks just recently being installed, Billco is not responsible for any spalding or damage to concrete caused by ice melt application

Accepted By

Accepted Date

Please include your invoice number on all checks or electronic payments



## Service Agreement

**Customer Name:** Goshen Public Library & Historical Society  
**Submitted By:** Donna Grisanti  
**Customer Address:** 366 Main St, Goshen, NY 10924

### Scope of Service

Automated Logic Contracting Services, Inc. (ALCS) will perform scheduled maintenance during the term of this Agreement covering the automation equipment and systems listed in the Systems Included section of this Agreement. More detailed systems related tasks can be found in the Detailed Description of Work section of this Agreement.

### Agreement Term

This Agreement shall become effective upon 09/01/2024 and shall continue for a 1 year(s) term. The Agreement shall automatically renew at each Agreement anniversary (see Terms and Conditions).

### Agreement Billing

In each contract year, there will be a total of 2 payment(s), paid Annually, in advance, in the amount of \$10,400 for Year 1.

### Agreement Price

Year 1 pricing 09/01/2024 – 08/31/2025 \$10,400 (2 payment(s) of \$5,200)

### Preferred rates for Assurance Plan customers

On Site System Specialist Labor, Normal Business Hours \$208.00/HR  
On Site Service Account Manager Labor, Normal Business Hours \$270.00/HR

\*Labor rates are published annually. ALCS reserves the right to escalate labor rates in accordance with ALCS expected labor and expense increases. Overtime for evenings and Saturdays will be calculated at 1.5x and Sundays and Holidays at 2.0x. Trip and or mileage charges may apply.

### Acceptance and Approval

This Agreement will become binding upon signature by Customer and signature by an ALCS representative and is subject to the Terms and Conditions attached and incorporated in this Agreement.

\_\_\_\_\_  
Customer Acceptance (typed/printed name)

\_\_\_\_\_  
Automated Logic Contracting Services, Inc. Acceptance (typed/printed name)

\_\_\_\_\_  
Title

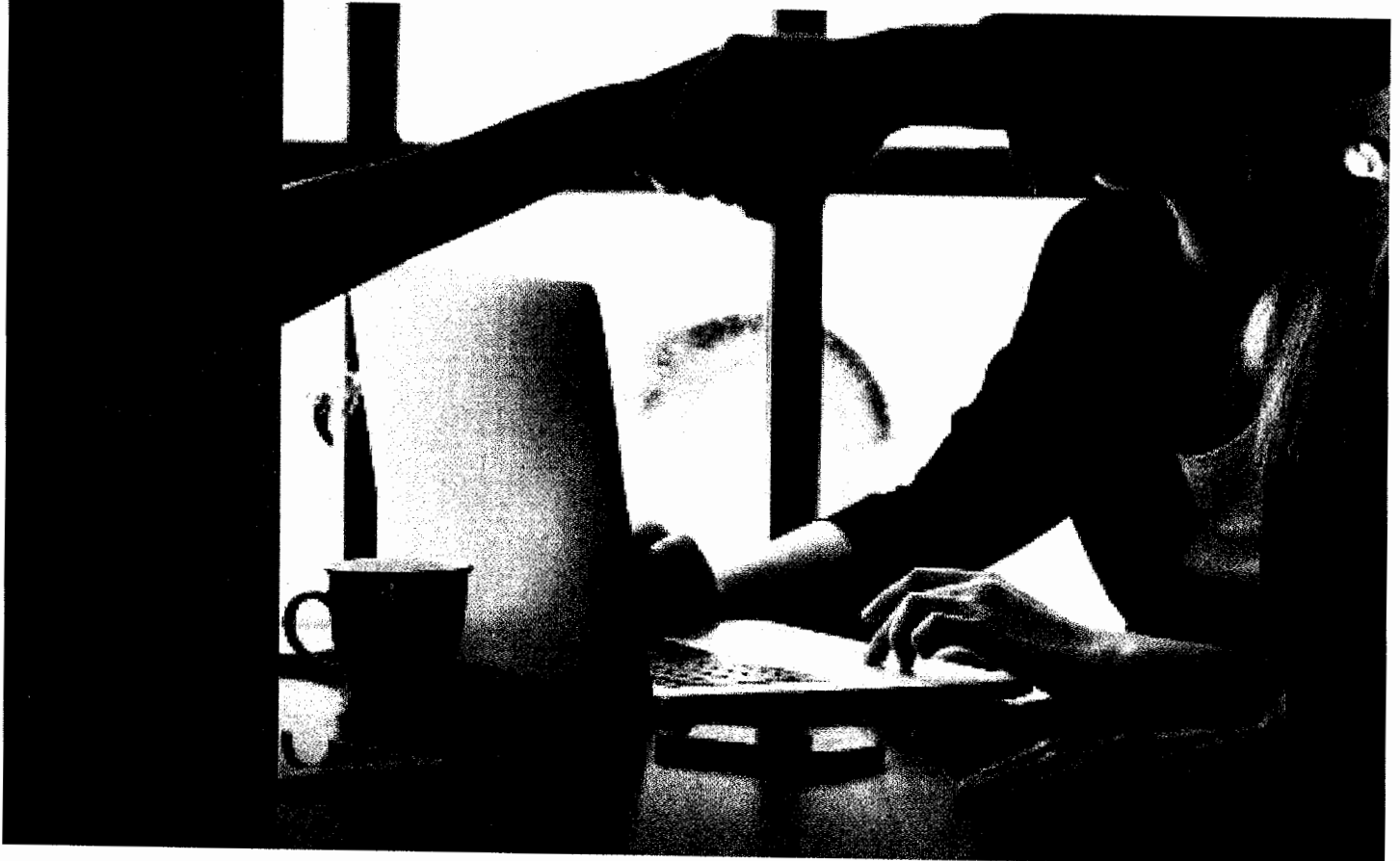
\_\_\_\_\_  
Title

\_\_\_\_\_  
Customer Acceptance (signature)

\_\_\_\_\_  
Automated Logic Contracting Services Inc. (signature)



Automated Logic  
Contracting Services  
Assurance Plans  
Enhance

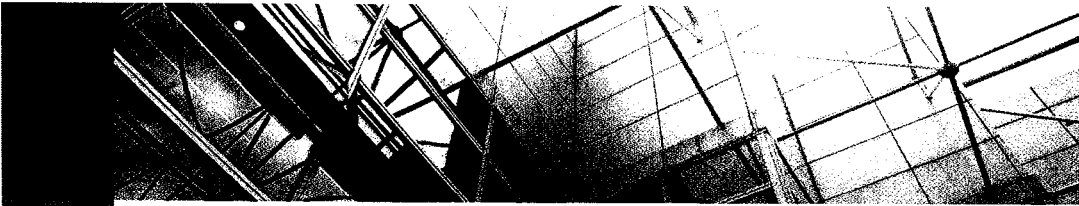


Prepared For: *Goshen Public Library*  
Attn: *Catherine Lemmer*  
Location: *266 Main St*  
*Goshen, NY 10924*

Date: *8/30/2024*

AutomatedLogic

Building automation, energy and environmental control  
[www.automatedlogic.com](http://www.automatedlogic.com)



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### Section 1 - Systems Included

- What systems are included

### Section 2 - General Services Provided

- What this agreement covers

### Section 3 - Clarifications and Exclusions

- Clarifications and exclusions

### Section 4 - Contacts

- Meet your team

### Section 5 - Detailed Description of Work

- What tasks will be performed

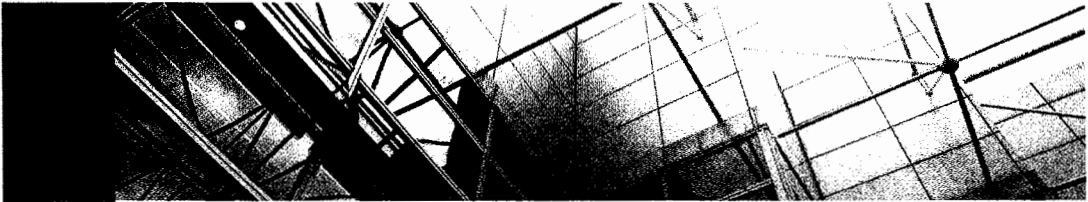
### Section 6 - Service Agreement

- Agreement scope, pricing, billing, and dates of services

### Section 7 - Terms and Conditions

- The legal requirements for everyone's protection





AutomatedLogic

## Systems Included

Qty	Equipment	Tag	Location
1	Enhance Package	Goshen Public Library - Enhanced Package	
1	Energy Recovery Unit	Goshen Public Library - ERV	
26	Heat Pump	Goshen Public Library - Heat Pumps	
1	Unit Heater	Goshen Public Library - Electric Unit Heater	





## General Services Provided

### **Enhance**

Automated Logic's Enhance service assurance program is a complete technical program and preventive maintenance plan that includes proactive monitoring of health, efficiency, and performance of your network with actionable insights that identify opportunities for reducing operating costs and avoiding failures. Additionally, our Enhance program includes routine scheduled service visits that keep our factory trained eyes on your equipment following our hands-on tasking to ensure your entire network is maintained. Included is a brief overview and description of the different services provided in this Assurance Plan.

### **Dedicated Account Management Support**

As a valued Automated Logic customer, a dedicated account manager will be assigned to you to provide summarized reporting and consulting services as well as recommendations for improved facility performance and general support. We will work with you and guide our resources on their scheduled service visits to focus on areas where our technology lets us know attention may be required.

### **ALC Digital Core**

#### **WebCTRL® Software Updates**

To keep your WebCTRL® server operating efficiently and securely, software updates are included in this agreement and will be installed as they are made available and scheduled with your staff. Typically provided at least once annually, software updates keep your system up to date, may include feature enhancements and security functions as well as optimize your user experience.

#### **Controller Software maintenance**

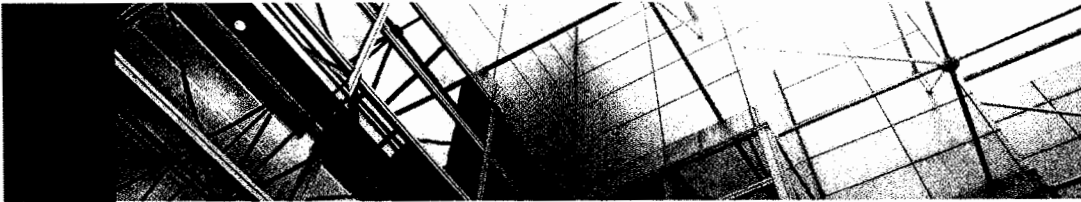
Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff. These may include controller firmware updates that improve performance and security of your Automated Logic components.

#### **Common Password Management**

Automated Logic is aware of the security concerns of facility owners and is aware of the risks with connected systems in today's environment. Included in this agreement is our assistance in managing secure passwords and credentials that are stored in an encrypted vault where our service team may have access to your system. Vaults are managed by our local remote support teams and are updated periodically.







## General Services Provided

### **Internet Vulnerability Scans**

Security concerns extend beyond local networks. Automated Logic service teams will schedule regular scans of your controllers using the latest monitoring tools to keep track of the devices that you have exposed to the Internet. We will launch scans and report back to you our findings with recommendations of any actions or updates that need to occur to keep your facility and Automated Logic equipment secure from any threats.

**Database protection and backup** Automated Logic helps ensure the WebCTRL® configuration and history are preserved in a secure location.

### **24/7 call-center support**

As an assurance program customer, you will have access to our 24/7 call center. Should an event occur where you require support, either onsite or via remote assistance, an experience service specialist will respond and interrogate your system. Should a site visit be required, we will work with you to determine the best time to dispatch our specialist. Additional charges may apply if our response and action are outside of our agreed upon scope of work.

### **Full Day Training**

An entire day of training is included within this assurance program to ensure the customer is comfortable with using the WebCTRL system.

### **Scheduled Preventive Maintenance**

#### **Planned Preventive Maintenance (Two Full Days of Field Engineer Visit)**

Our Enhance service program includes hands on preventive maintenance tasking commensurate with our experience and factory recommended maintenance routines. Scheduled maintenance visits provide preventative support to physical equipment including servers, controllers, field devices and operational checks of mechanical equipment.

### **Service Reports**

During each planned visit, our specialists will document the work performed, discuss any material used for the work performed and discuss any additional findings that need attention including anything that may need to be prioritized.

### **Facility Management Consulting**

Your dedicated Service Account Manager will provide periodic on-site consulting services that specifically address your facility needs and performance. Your account manager will share with you any opportunities to improve your facility performance uncovered by our technical team and work with you to prioritize any work that may even be out of scope of this agreement.

Will also be your first point of contact for any requests, additional needs and will also work with your facility manager to discuss any issues that may arise throughout the year.



## Clarifications and Exclusions

### Clarifications:

- This agreement is based on work being performed during normal business hours defined as (8am – 5pm weekdays)
- Activities performed under this agreement are dependent on the level of Assurance Plan selected.
- Repair and/or replacement of equipment installed by Automated Logic Corporation is dependent on the level of Assurance Plan selected and identified in the covered equipment list.

### Exclusions:

- Premium Time for emergency or after normal business hours.
- Mechanical repairs.
- Taxes are not included in price.
- Removal, handling, or transporting any hazardous material.

### Equipment Exclusions:

- All items not directly terminated to an Automated Logic control module are excluded from this agreement. Such items include but are not limited to fan motors, pump motors, fuses, disconnects, motor starters, smoke detectors, fire alarms, variable speed drives, air compressors, exhaust air valves, humidifiers, heating coils, mechanical dampers or any computer hardware and DDC controllers not provided by Automated Logic.
- Third party devices not originally installed by Automated Logic.
- Any control wiring or pneumatic tubing outside Automated Logic control panels, variable speed drives, combination fire/smoke dampers and actuators.





## Contacts

The following controls professionals at Automated Logic are listed for your convenience whenever you need to contact us:

Your Service Coordinator: Jamal Orikat and Jilianne Pangaro schedules preventive maintenance visits, emergency calls, and manages priorities.

Contact at: 973-569-4700 or [Jamal.Orikat@carrier.com](mailto:Jamal.Orikat@carrier.com) / [jillianne.pangaro2@carrier.com](mailto:jillianne.pangaro2@carrier.com)

Your Remote Support Engineer: Jamal Orikat and Jilianne Pangaro are responsible for providing Remote Technical support during normal business hours.

Contact at 973-569-4700 or [Jamal.Orikat@carrier.com](mailto:Jamal.Orikat@carrier.com) / [jillianne.pangaro2@carrier.com](mailto:jillianne.pangaro2@carrier.com)

Your Service Account Manager: Louis Pomposello provides overall support and ensures resource availability for your service agreement. Your account manager has the final responsibility to make sure your needs are met in the manner that meets your criteria.

Contact at: 973-569-4700 or [louis.pomposello@carrier.com](mailto:louis.pomposello@carrier.com)

Your Area Service Manager: David Wilson manages our service department. He is responsible for the overall quality of service and ensuring the teams have the proper resources to service your account. The service manager ensures the team is properly trained, have the equipment necessary and ensures we are delivering the best possible product.

Contact at: 973-585-5590 or [david.wilson2@carrier.com](mailto:david.wilson2@carrier.com)

Your Branch Manager: Shana Stein is the General Manager of Automated Logic New York/New Jersey.

Contact at: [shana.stein@carrier.com](mailto:shana.stein@carrier.com)


Your Emergency After Hours Service: Automated Logic After Hours Call Center will connect you to the available on call System Specialist.

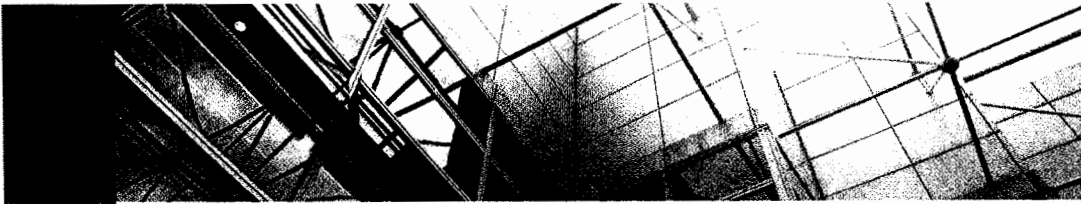
Contact at: 973-569-4700

### **General Office Information:**

Automated Logic Contracting Services  
100 Delawanna Avenue, 4<sup>th</sup> Floor  
Clifton, New Jersey, 07014

Phone: 973-539-4700





## Detailed Description of Work

### Energy Recovery Unit

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

#### System Verification

- Run locked value report, log report and discuss locked values with customer representative.
- Create performance historical trends and analyze the operation of equipment and document any abnormalities
- Verify unit is operating per the As-built ATC drawings and document any abnormalities.
- Change critical set point value; verify smooth transition and stable control at the new set point.
- Return set point to original value. Repeat for each additional control loop, if any.
- Verify that controlled dampers will stroke fully in both directions, sealing tightly where appropriate.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.
- Verify the setting/operation of the low temperature safety device, if applicable.
- Field test any critical alarm device or sensor and verify alarm condition is reported properly.
- Verify sensors are within acceptable range, calibrate if applicable.
- Check associated controller(s) and expansion modules for proper 24 Volt power and communication.
- Document any issues and discuss "Corrective Maintenance" options with customer

### Heat Pump

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

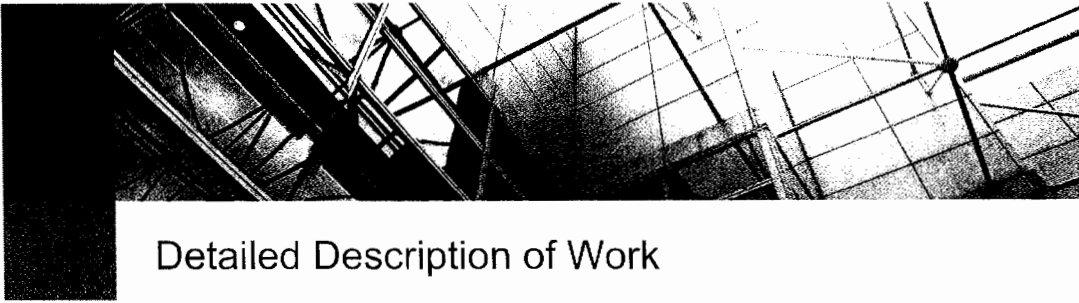
#### System Verification

- Start-Stop will be verified.
- Verify that the unit is controlled at the specified setpoints.
- Observe control stability.
- Verify that the sequence of operation is executed as designed.
- Verify response and reasonableness of key values and control points.
- Backup controller databases, programs and settings (optional)

### Unit Heater

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement



## Detailed Description of Work

and will be installed as they are made available and scheduled with your staff

### System Verification

- Verify unit is controlled at the specified setpoints.
- Observe control stability.
- Verify sequence of operation is executed as designed.
- Verify heating valve response to controller commands.
- Backup controller databases, programs and settings





September 16, 2024

Dear Member Library Board Presidents and Directors:

I'm pleased to announce that the RCLS Board of Trustees approved the 2025 Operating Budget on August 20, 2024, with a 0% increase to the RCLS Service Fee for the 4<sup>th</sup> consecutive year. RCLS continues to keep its operational costs well managed, and by utilizing the RCLS unallocated fund balance to keep the 2025 Budget balanced, there is little financial impact to member libraries.

RCLS is pleased to report that we have taken action to secure a favorable long-term interest rate with NYLAF. This strategy has resulted in a 94% increase in General budget interest income and helped keep the RCLS Service Fee increase to \$0.

By migrating to a new open-source ILS, Koha, a savings of \$22,800 was achieved in the Software/Hardware Maint. & Subs. line. ILS Service Support costs have increased just under 2% for 2025. Please refer to Schedule B for your library's contribution for ILS Services.

To further advance digital library services, RCLS is committing \$30,000 from the General budget and \$35,000 from the Central Library Service Aid (CLSA) budget to develop enhanced functionalities to the RCLS Go App.

The RCLS Chief Financial Officer, Stephen Hoefer, and I would like to invite all member library Trustees and Directors to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative for everyone. Please note that registration for attendance at the Budget Discussions is required to ensure that a link to the virtual conversation is provided to you via email a day prior to the date.

The scheduled dates are:

**Budget Discussion- Wednesday, September 18, 2024 (6:30PM – 7:30PM)**

**Budget Discussion- Monday, September 24, 2024 (6:30PM – 7:30PM)**

**Budget Discussion- Wednesday, October 9, 2024 (10:30AM – 11:30AM)**

Finally, please find the following essential documents included with this letter for your review.

1. 2025 General and ILS Budgets & 2025 RCLS Service Fee
2. 2025 Budget Highlights Reference Guide
3. 2025 ILS Services Support Cost (displaying each member library's ILS Service contribution)
4. 2025 Budget Voting Ballot **(due by November 22, 2024)**

I look forward to a continued productive working relationship. Thank you for your time. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Grace Riario", written in a cursive style.

Grace Riario  
Executive Director



# Ramapo Catskill Library System

## 2025 General and ILS Budgets

08/20/24 RCLS Board Approved

Income	2024 BUDGET			2025 BUDGET			\$ Change			% Change		
	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL
NYS Aid Library Systems	\$ 2,044,300	\$ -	\$ 2,044,300	\$ 2,124,200	\$ -	\$ 2,124,200	\$ 79,900	\$ -	\$ 79,900	4%	-	4%
NYS Aid Member Libraries	741,700	-	741,700	770,500	-	770,500	28,800	-	28,800	4%	-	4%
NYS Aid Other Agencies	64,400	-	64,400	66,700	-	66,700	2,300	-	2,300	4%	-	4%
ILS Services Support	-	615,800	615,800	-	625,400	625,400	-	9,600	9,600	-	2%	2%
Goods & Services	342,200	16,800	359,000	323,300	1,600	324,900	(18,900)	(15,200)	(34,100)	-6%	-90%	-9%
RCLS Service Fee	127,800	-	127,800	127,800	-	127,800	-	-	-	-	-	-
NYLA Advocacy & Donations	2,500	-	2,500	2,500	-	2,500	-	-	-	-	-	-
Interest	60,000	4,900	64,900	116,500	2,000	118,500	56,500	(2,900)	53,600	94%	-59%	83%
E-Rate Funding	-	5,000	5,000	-	8,000	8,000	-	3,000	3,000	-	60%	60%
Transfer from General Fund Balance	173,200	-	173,200	209,000	-	209,000	35,800	-	35,800	21%	-	21%
Transfer from ILS Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	<b>\$ 3,556,100</b>	<b>\$ 642,500</b>	<b>\$ 4,198,600</b>	<b>\$ 3,740,500</b>	<b>\$ 637,000</b>	<b>\$ 4,377,500</b>	<b>\$ 184,400</b>	<b>\$ (5,500)</b>	<b>\$ 178,900</b>	<b>5%</b>	<b>-1%</b>	<b>4%</b>
<b>Expense</b>												
Payroll Expenses	\$ 1,329,900	\$ 223,300	\$ 1,553,200	\$ 1,415,400	\$ 235,800	\$ 1,651,200	\$ 85,500	\$ 12,500	\$ 98,000	6%	6%	6%
Employee Benefits	762,000	116,000	878,000	781,100	116,500	897,600	19,100	500	19,600	3%	-	2%
Equipment, Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Purchase/Lease	30,000	-	30,000	3,900	-	3,900	(26,100)	-	(26,100)	-87%	-	-87%
Library Materials	333,100	100	333,200	346,000	100	346,100	12,900	-	12,900	4%	-	4%
Office Supplies	17,700	1,300	19,000	21,600	1,700	23,300	3,900	400	4,300	22%	31%	23%
Telecommunications	1,600	11,000	12,600	1,500	10,500	12,000	(100)	(500)	(600)	-6%	-5%	-5%
Postage	1,400	-	1,400	1,400	-	1,400	-	-	-	-	-	-
Marketing & Promotion	23,500	-	23,500	15,900	-	15,900	(7,600)	-	(7,600)	-32%	-	-32%
Advocacy Costs	17,800	-	17,800	19,700	-	19,700	1,900	-	1,900	11%	-	11%
Travel	40,500	7,100	47,600	39,900	6,900	46,800	(600)	(200)	(800)	-1%	-3%	-2%
Contracts with Libraries	340,700	-	340,700	321,800	-	321,800	(18,900)	-	(18,900)	-6%	-	-6%
Professional Fees	39,400	2,100	41,500	89,500	1,700	91,200	50,100	(400)	49,700	127%	-19%	120%
Continuing Ed - RCLS Staff	1,500	300	1,800	1,500	5,400	6,900	-	5,100	5,100	-	1700%	283%
RCLS Programs	43,000	-	43,000	38,200	-	38,200	(4,800)	-	(4,800)	-11%	-	-11%
Membership Dues	5,400	200	5,600	6,300	-	6,300	900	(200)	700	17%	-100%	13%
Software/Hardware Maint. & Subs	41,400	234,600	276,000	71,300	211,800	283,100	29,900	(22,800)	7,100	72%	-10%	3%
Cataloging Tools	32,700	-	32,700	43,000	-	43,000	10,300	-	10,300	31%	-	31%
Building Repairs & Maint	102,200	13,300	115,500	108,700	13,400	122,100	6,500	100	6,600	6%	1%	6%
Vehicle Maint. & Operation	47,600	-	47,600	44,800	-	44,800	(2,800)	-	(2,800)	-6%	-	-6%
NYS Aid	304,700	-	304,700	319,000	-	319,000	14,300	-	14,300	5%	-	5%
Transfers To Other Funds	40,000	33,200	73,200	50,000	33,200	83,200	10,000	-	10,000	25%	-	14%
<b>Total Expense</b>	<b>\$ 3,556,100</b>	<b>\$ 642,500</b>	<b>\$ 4,198,600</b>	<b>\$ 3,740,500</b>	<b>\$ 637,000</b>	<b>\$ 4,377,500</b>	<b>\$ 184,400</b>	<b>\$ (5,500)</b>	<b>\$ 178,900</b>	<b>5%</b>	<b>-1%</b>	<b>4%</b>
<b>Net Activity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>						



# Ramapo Catskill Library System

## 2025 RCLS Services Fee - 0% Increase

08/20/24 RCLS Board Approved

Library Name	Minimum Fee	2022 Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2023 Debt Service Annual Report Question 12.31	2023 Expenditures Annual Report Q12.32 less Debt Service Q12.31	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2025 FEE	Service Fee as a % of Total Expenditures	Library	Total 2024 Fee	\$ Change From 2024	% Change From 2024
Albert Wisner Public Library	\$ 1,250	23,453	3.03%	\$ 1,047	\$ -	\$ 1,520,316	2.32%	\$ 803	\$ 3,100	0.20%	WAR	\$ 3,052	\$ 48	2%
Blauvelt Free Library	1,250	5,548	0.72%	248	-	1,003,043	1.53%	529	2,027	0.20%	BLV	1,983	44	2%
Chester Public Library	1,250	12,646	1.64%	565	-	574,070	0.88%	303	2,118	0.37%	CHS	2,167	(49)	-2%
Cornwall Public Library	1,250	17,395	2.25%	777	-	1,112,954	1.70%	588	2,614	0.23%	COR	2,647	(33)	-1%
Cragmoor Free Library	1,250	433	0.06%	19	-	102,504	0.16%	54	1,323	1.29%	CRG	1,311	12	1%
Daniel Pierce Library	1,250	6,070	0.79%	271	-	533,448	0.82%	282	1,803	0.34%	GRH	1,805	(2)	0%
Ellenville Public Library and Museum	1,250	12,454	1.61%	556	-	725,824	1.11%	383	2,189	0.30%	EPL	2,309	(120)	-5%
Ethelbert B. Crawford Public Library	1,250	19,614	2.54%	876	356,424	1,036,267	1.58%	547	2,673	0.26%	MTC	2,630	43	2%
Fallsburg Library	1,250	12,045	1.56%	538	-	283,602	0.43%	150	1,938	0.68%	FBR	1,953	(15)	-1%
Finkelstein Memorial Library	1,250	135,449	17.52%	6,049	-	8,201,968	12.54%	4,330	11,629	0.14%	FML	11,867	(238)	-2%
Florida Public Library	1,250	5,132	0.66%	229	-	458,000	0.70%	242	1,721	0.38%	FPL	1,734	(13)	-1%
Gardiner Library	1,250	5,610	0.73%	251	61,277	383,030	0.59%	202	1,703	0.44%	GAR	1,666	37	2%
Goshen Public Library And Historical Society	1,250	19,260	2.49%	860	494,844	1,803,477	2.76%	952	3,062	0.17%	GOS	3,081	(19)	-1%
Greenwood Lake Public Library	1,250	5,920	0.77%	264	-	897,291	1.37%	474	1,988	0.22%	GRL	2,156	(168)	-8%
Haverstraw Kings Daughters Public Library	1,250	34,360	4.44%	1,535	638,773	5,514,261	8.43%	2,911	5,695	0.10%	HAV	5,737	(42)	-1%
Highland Falls Library	1,250	3,684	0.48%	165	-	288,254	0.44%	152	1,567	0.54%	HFL	1,561	6	0%
Josephine-Louise Public Library	1,250	6,818	0.88%	305	-	558,403	0.85%	295	1,849	0.33%	WAL	1,865	(16)	-1%
Liberty Public Library	1,250	10,626	1.37%	475	154,200	317,914	0.49%	168	1,892	0.60%	LIB	1,893	(1)	0%
Livingston Manor Free Library	1,250	3,298	0.43%	147	-	271,143	0.41%	143	1,540	0.57%	LIV	1,529	11	1%
Mamakating Library District	1,250	10,718	1.39%	479	26,200	351,465	0.54%	186	1,914	0.54%	MAM	1,891	23	1%
Moffat Library Of Washingtonville	1,250	25,789	3.34%	1,152	648,750	1,373,469	2.10%	725	3,127	0.23%	WAS	3,072	55	2%
Monroe Free Library	1,250	21,387	2.77%	955	90,553	1,317,690	2.01%	696	2,901	0.22%	MFL	2,917	(16)	-1%
Montgomery Free Library	1,250	3,834	0.50%	171	-	84,610	0.13%	45	1,466	1.73%	MNG	1,464	2	0%
Nanuet Public Library	1,250	14,199	1.84%	634	-	2,726,062	4.17%	1,439	3,323	0.12%	NAN	3,324	(1)	0%
New City Free Library	1,250	46,916	6.07%	2,095	-	3,827,502	5.85%	2,020	5,366	0.14%	NWC	5,742	(376)	-7%
Newburgh Free Library	1,250	68,215	8.82%	3,047	-	5,374,728	8.22%	2,837	7,134	0.13%	NFL	7,044	90	1%
Nyack Library	1,250	14,148	1.83%	632	435,889	2,728,193	4.17%	1,440	3,322	0.12%	NYK	3,337	(15)	0%
Orangeburg Library	1,250	4,565	0.59%	204	-	657,948	1.01%	347	1,801	0.27%	ORG	1,800	1	0%
Palisades Free Library	1,250	810	0.10%	36	-	510,525	0.78%	270	1,556	0.30%	PAL	1,550	6	0%
Pearl River Public Library	1,250	15,574	2.01%	696	-	3,319,529	5.08%	1,752	3,698	0.11%	PRL	3,524	174	5%
Piermont Library District	1,250	2,517	0.33%	112	-	405,087	0.62%	214	1,576	0.39%	PMT	1,599	(23)	-1%
Pine Bush Area Public Library District	1,250	14,571	1.88%	651	11,976	305,178	0.47%	161	2,062	0.68%	PBL	2,058	4	0%
Port Jervis Free Library	1,250	17,073	2.21%	763	-	968,053	1.48%	511	2,524	0.26%	PTJ	2,497	27	1%
Roscoe Free Library	1,250	1,772	0.23%	79	-	98,757	0.15%	52	1,381	1.40%	ROS	1,391	(10)	-1%
Rose Memorial Library Association	1,250	14,813	1.92%	662	-	614,235	0.94%	324	2,236	0.36%	STP	2,274	(38)	-2%
Sloatsburg Public Library	1,250	3,036	0.39%	136	-	457,091	0.70%	241	1,627	0.36%	SLO	1,627	-	0%
Suffern Free Library	1,250	30,869	3.99%	1,379	415,219	2,501,607	3.82%	1,321	3,949	0.16%	SUF	4,008	(59)	-1%
Sunshine Hall Free Library	1,250	2,196	0.28%	98	-	76,830	0.12%	41	1,389	1.81%	ELD	1,401	(12)	-1%
Tappan Library	1,250	6,673	0.86%	298	-	801,101	1.22%	423	1,971	0.25%	TAP	1,974	(3)	0%
Thrall Public Library District of Middletown	1,250	59,174	7.65%	2,643	-	3,913,742	5.98%	2,066	5,959	0.15%	MID	5,838	121	2%
Tomkins Cove Public Library	1,250	1,841	0.24%	82	-	193,983	0.30%	102	1,435	0.74%	TCL	1,457	(22)	-2%
Tuxedo Park Library	1,250	3,811	0.49%	170	-	634,430	0.97%	335	1,755	0.28%	TUX	1,758	(3)	0%
Valley Cottage Free Library	1,250	9,038	1.17%	404	-	3,414,298	5.22%	1,802	3,456	0.10%	VCL	2,900	556	19%
Walkkill Public Library	1,250	8,036	1.04%	359	-	337,351	0.52%	178	1,787	0.53%	WAK	1,781	6	0%
West Nyack Free Library	1,250	9,655	1.25%	431	-	1,274,986	1.95%	673	2,354	0.18%	WNY	2,277	77	3%
Western Sullivan Public Library	1,250	9,794	1.27%	437	-	919,853	1.41%	486	2,173	0.24%	WSPL	2,205	(32)	-1%
Woodbury Public Library	1,250	12,197	1.58%	545	-	627,973	0.96%	331	2,126	0.34%	CVL	2,143	(17)	-1%
<b>TOTALS</b>	<b>\$ 58,750</b>	<b>773,036</b>		<b>\$ 34,525</b>	<b>\$ 3,334,105</b>	<b>\$ 65,402,045</b>		<b>\$ 34,525</b>	<b>\$ 127,800</b>	<b>0.20%</b>		<b>\$ 127,800</b>	<b>\$ -</b>	<b>0%</b>

Same as 2024



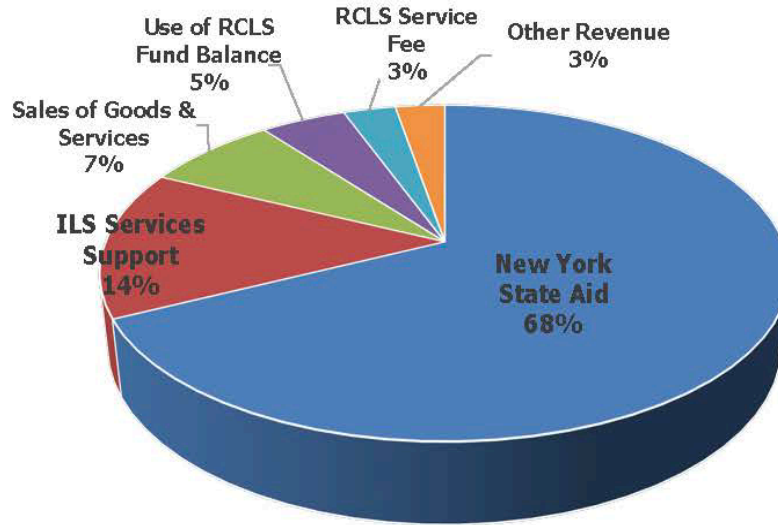
## 2025 RCLS Budget Highlights Reference Guide

08/20/24

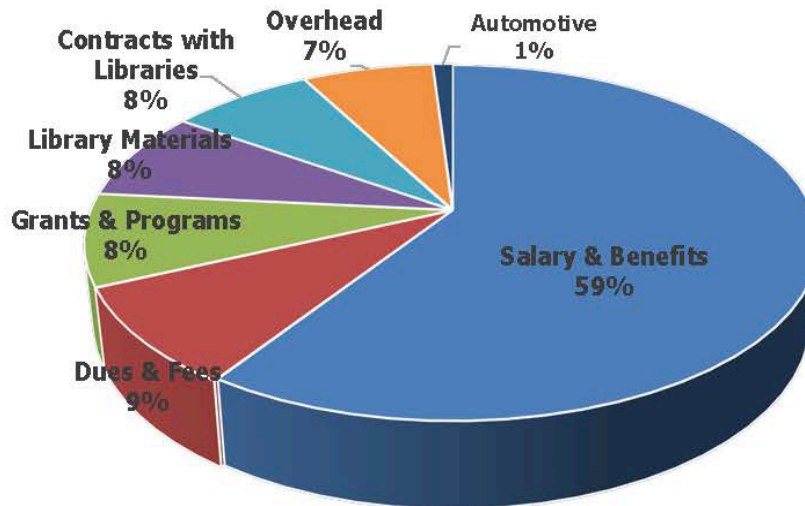
### *The 5 most interesting things about the 2025 RCLS Budget*

1. This is the fourth year in a row that the RCLS Board of Trustees has approved a budget with no increase to the RCLS Service Fee. To accomplish this 0% increase, an additional \$35,800 from the RCLS Unallocated Fund Balance is utilized to balance the General budget.
2. ILS Services Support Costs has increased by just under a 2% increase for Member Libraries.
3. RCLS took action to secure a long-term interest rate of 5.37% with NYLAF, resulting in a \$56,500 or 94% increase in the Interest Income on the General budget.
4. In 2025, RCLS is allocating \$35,000 to hire a Plan of Service Consultant. RCLS encourages all libraries to participate in the Plan of Service activities in 2025.
5. RCLS is committing \$30,000 and the Central Library Service Aid (CLSA) budget is committing \$35,000 to develop enhanced functionalities to the RCLS Go App.

# REFERENCE GUIDE: 2025 BUDGET HIGHLIGHTS



State Aid	\$	2,961,400
ILS Services Support		625,400
Sales of Goods & Services		324,900
Use of RCLS Fund Balance		209,000
RCLS Service Fee		127,800
Other Revenue		121,000
E-Rate Funding		8,000
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>4,377,500</b>



Salary & Benefits	\$	2,548,800
Dues & Fees		380,600
Grants & Programs		357,200
Library Materials		346,100
Contracts with Libraries		321,800
Overhead		295,000
Automotive		44,800
Transfer to Reserves		83,200
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>4,377,500</b>

# REFERENCE GUIDE: 2025 BUDGET HIGHLIGHTS

## INCOME

### **NYS STATE AID**

The 2025 Budget for NYS State Aid is based on the actual funding that was received in 2024. In 2024 State Aid increased by 4%

### **ILS SERVICES SUPPORT**

As a non-profit organization, RCLS employs a cost recovery approach to calculate ILS Services Support Costs. Any surplus funds are strategically channeled into an unallocated fund earmarked for driving future ILS innovations. In addition, RCLS' adept use of economies of scale translates to substantial cost savings in ILS operations. ILS Support costs have increased by \$9,600, just under 2%.

[2025 ILS Services Support Costs - Schedule B](#) provides detailed cost information, per library. The formula considers a 3-year average of circulation and holdings, and a minimum support amount.

### **GOODS & SERVICES**

This line consists of estimated revenue for services and pass-through purchases with member libraries, such as: System-Wide E-Content Pool at \$206,800; Consumer Report Pool at \$41,000; movie licensing at \$16,500, Tutor.com at \$17,500; etc. This is where the purchasing power of the consortium provides outstanding returns on public funds for member libraries. The offsetting expense code is Contracts with Libraries.

ILS Goods & Services consists of \$1,600 for PayPal funds collected to offset PayPal Fees.

### **RCLS SERVICE FEE**

This is the fourth year in a row that RCLS Board of Trustees has approved a budget with no increase to the RCLS Service Fee.

### **INTEREST INCOME**

RCLS has positioned its funds to maximize returns in a market where interest rates are expected to decline. This investment with NYLAF is expected to result in a \$56,500 increase in the General Budget.

The ILS Fund Balance has been utilized, as per the Directors' Association approved actions, over the past few years, reducing the amount of cash on hand, thus, reducing the amount of interest income for ILS.

# REFERENCE GUIDE: 2025 BUDGET HIGHLIGHTS

## E-RATE FUNDING

RCLS is Children's Internet Policy Act (CIPA) compliant, which unlocked an additional \$3,000 in E-Rate funds that reduces ILS costs to member libraries.

## TRANSFER FROM FUND BALANCE

The RCLS Board of Trustees approved the use of \$209,000 from the RCLS General Fund to support the services provided to member libraries.

## EXPENSES

### PAYROLL EXPENSES

The table below details the Payroll allocation for General and ILS Services. RCLS has a total of 27.4 Full-Time Equivalents (FTE): 20.3 FTE are General, and 2.6 FTE are ILS Services.

This method of allocation allows ILS Services to utilize highly qualified and trained RCLS employees on a pro-rated basis. For example, it takes a combination of seven specialized employees to equal the 2.6 ILS FTEs.

Job Title	General	ILS Services
Executive Director	95%	0%
Chief Financial Officer	80%	10%
Asst. Fiscal Officer	30%	25%
Software Analyst and Admin.	5%	95%
Software Support Specialist	10%	70%
IT Manager and Network Admin.	18%	25%
Assistant Network Administrator	3%	30%
<b>% of Total Payroll</b>	<b>68%</b>	<b>11%</b>

### EMPLOYEE BENEFITS

Benefits are budgeted to increase a mere 2% or \$19,600 overall. Benefits are allocated to General and ILS Services based on the percentage of total Payroll for each.

### HOSPITALIZATION

The New York State Health Insurance Plan (NYSHIP) is budgeted to decrease by 13%. Premiums are budgeted to increase 8%; however, several RCLS employees opted to take the health insurance buyout for a net (\$58,500) reduction in this line.

## REFERENCE GUIDE: 2025 BUDGET HIGHLIGHTS

### RETIREMENT

The RCLS employer contribution to the NYS Retirement System is budgeted to increase 22% or \$53,000.

### EQUIPMENT, FURNITURE & FIXTURES

There are no equipment, furniture or fixture purchases planned for this year.

### VEHICLE PURCHASE/LEASE

Annual cost to lease an all-electric Chevy Bolt.

### LIBRARY MATERIALS

Central Library Service Aid (CLSA) from NYS is budgeted at \$344,500 and supports library services and the purchase of eligible library materials. New for 2025 is \$35,000 allocated to support the development of the RCLS Go App and \$19,600 for Central Library (Newburgh Free Library) IT equipment purchases.

### OFFICE SUPPLIES

Included in this line are typical office supplies, plus PCs, laptops, and equipment. The overall budget has increased by \$4,300. A total of \$3,900 of the increase is for General PC and laptop replacements.

The \$400 increase on the ILS budget is to cover the cost of an Apple iPad for the Software Analyst and Administrator.

### TELECOMMUNICATIONS

This line has decreased by (\$600).

The (\$500) reduction in ILS Telecommunications is due to SMS texting and phone messages migrating away from RCLS phone lines to Twilio, a third-party provider.

### MARKETING & PROMOTION and ADVOCACY COSTS

RCLS will continue to promote and advocate for libraries, while reducing Social Media paid advertising.

### TRAVEL

The Travel budget is for 12 RCLS Staff to attend various conferences such as the New York Library Association (NYLA) conference, ALA conferences, YSS conference, Sustainability conference, etc.

The ILS Travel is for the Software Analyst & Administrator to attend the Koha Conference & ALA, plus the Software Support Specialist and a Cataloger Consultant to attend the NYLA Conference.

# REFERENCE GUIDE: 2025 BUDGET HIGHLIGHTS

## CONTRACTS WITH LIBRARIES

On the General side of the budget this account includes \$206,800 for the E-Content Pool and \$133,900 for other pass-through purchases such as the Consumers Report Pool, movie licenses, and Tutor.com. The decrease of (\$18,900) reflects the elimination of Legal Forms and reduced participation in Tutor.com.

## PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, PayPal Fees and CPA audit costs. In 2025, RCLS is allocating \$35,000 to hire a Plan of Service Consultant and \$12,500 for a Public Relations project.

## CONTINUING ED – RCLS Staff

The ILS increase is for the cost of an SQL Data Science online course for the Software Analyst & Administrator to gain more in-house knowledge of the Koha software code.

## RCLS PROGRAMS

The (\$4,800) decrease is due to the one-time Sustainability Initiative - Resilient Libraries Cohort, which was accomplished in 2024.

## SOFTWARE/HARDWARE MAINT. & SUBS

This includes hardware and software support, both annual contracts and multi-year contracts. The General side shows a \$29,900 increase because RCLS is investing \$30,000 to develop the RCLS Go App.

The ILS \$211,800 Budget has decreased by (\$22,800) or 10%. The budgeted amount includes the Bywater contract and renegotiated ASPEN contract budgeted at \$146,000, which represents a \$26,000 reduction over 2024 due to RCLS negotiations. Amazon backup webservice have been reduced by 75%, from \$9,600 to \$2,400, as the ILS software is migrating to the ByWater Cloud Solution. Also included is Unique's Message Bee services at \$18,500, the new Twilio SMS text messaging & robo calls at \$4,000, and \$10,000 has been added for development of the Koha software.

## CATALOGING TOOLS

RCLS is investing \$10,000 to enhance the shared catalog to ensure Equity, Diversity and Inclusion (EDI) are reflected in our core business.

# REFERENCE GUIDE: 2025 BUDGET HIGHLIGHTS

## **BUILDING REPAIRS & MAINT**

### **FUELS AND UTILITIES**

We continue to enjoy fixed energy costs by participating in MEGA, a third-party energy reseller for governmental agencies. Utilities are budgeted to increase by \$1,000 for rising O&R delivery costs and to account for the new electric Chevrolet Bolt charging activity.

### **OTHER OPERATION & MAINTENANCE**

Includes the following: insurance, trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items.

Insurance costs on the General side have increased by \$5,500 due to replacing two delivery vans and one consultant's vehicle.

### **REPAIRS TO BUILDING**

The Repairs to Building budget remains at \$8,000.

## **NYS Aid**

The \$14,300 increase is a result of increased NYS Coordinated Outreach, Jails and Corrections Funds.

## **TRANSFER TO OTHER FUNDS**

The \$10,000 increase on the General side is to support the newly created RCLS Building Improvement Capital Fund. A total of \$35,000 will be transferred to the RCLS Building Improvement Capital Fund and \$15,000 to the RCLS Delivery Vehicle Fund.

The ILS Services transfer to ILS Capital Fund remains the same at \$33,200.





**RAMAPO CATSKILL LIBRARY SYSTEM**  
**2025 ILS Services Support Costs - Schedule B**  
 7/18/2024 To ILS Committee

Total ILS Support Formula (A + (C + D = E) + F) = ILS Support

Library Name	Minimum Support Amount	3-Year Average Circulation	3-Year Average Holdings	3-Year Circulation + Holdings Usage	3-Year Usage Support	2025 Total ILS Support	Library	2024 ILS Service Support	\$ Increase (Decrease) from 2024	% Increase (Decrease) from 2024
Albert Wisner Public Library	\$ 1,750	189,615	140,875	330,491	\$ 18,580	\$ 20,330	WAR	\$ 20,440	\$ (110)	-1%
Blauvelt Free Library	1,250	42,183	99,490	141,673	7,960	9,210	BLV	8,750	460	5%
Chester Public Library	1,250	56,881	114,481	171,362	9,630	10,880	CHS	10,450	430	4%
Cornwall Public Library	1,750	149,126	140,833	289,959	16,300	18,050	COR	17,740	310	2%
Cragmoor Free Library	750	3,383	74,040	77,423	4,350	5,100	CRG	4,380	720	16%
Daniel Pierce Library	1,250	32,868	103,882	136,750	7,690	8,940	GRH	8,320	620	7%
Ellenville Public Library and Museum	1,250	35,796	123,146	158,942	8,930	10,180	EPL	9,680	500	5%
Ethelbert B. Crawford Public Library	1,250	53,537	103,186	156,722	8,810	10,060	MTC	9,470	590	6%
Fallsburg Library	750	16,778	89,545	106,323	5,980	6,730	FBR	6,390	340	5%
Finkelstein Memorial Library	4,000	594,451	322,694	917,145	51,560	55,560	FML	52,310	3,250	6%
Florida Public Library	1,250	27,381	94,440	121,822	6,850	8,100	FPL	7,600	500	7%
Gardiner Library	1,250	46,668	84,702	131,370	7,380	8,630	GAR	7,800	830	11%
Goshen Public Library And Historical Society	1,750	126,834	176,193	303,027	17,030	18,780	GOS	18,770	10	0%
Greenwood Lake Public Library	1,250	31,343	122,954	154,296	8,670	9,920	GRL	9,790	130	1%
Haverstraw Kings Daughters Public Library	2,500	173,585	223,486	397,071	22,320	24,820	HAV	25,830	(1,010)	-4%
Highland Falls Library	1,250	31,652	97,233	128,885	7,250	8,500	HFL	7,830	670	9%
Josephine-Louise Public Library	1,250	40,194	102,346	142,540	8,010	9,260	WAL	8,960	300	3%
Liberty Public Library	750	25,632	89,501	115,133	6,470	7,220	LIB	6,730	490	7%
Livingston Manor Free Library	750	7,407	75,995	83,402	4,690	5,440	LIV	4,830	610	13%
Mamakating Library District	750	31,923	84,398	116,321	6,540	7,290	MAM	6,540	750	11%
Moffat Library Of Washingtonville	1,250	97,394	106,396	203,790	11,460	12,710	WAS	12,540	170	1%
Monroe Free Library	1,750	106,739	124,534	231,273	13,000	14,750	MFL	14,570	180	1%
Montgomery Free Library	750	18,199	88,166	106,365	5,980	6,730	MNG	6,100	630	10%
Nanuet Public Library	1,750	129,607	187,680	317,287	17,840	19,590	NAN	19,590	-	0%
New City Free Library	3,250	343,543	191,676	535,219	30,090	33,340	NWC	39,120	(5,780)	-15%
Newburgh Free Library	2,500	177,603	245,149	422,752	23,770	26,270	NFL	27,060	(790)	-3%
Nyack Library	1,750	126,977	179,552	306,529	17,230	18,980	NYK	19,270	(290)	-2%
Orangeburg Library	1,250	38,385	111,681	150,066	8,440	9,690	ORG	9,190	500	5%
Palisades Free Library	750	22,670	86,714	109,384	6,150	6,900	PAL	6,380	520	8%
Pearl River Public Library	1,750	110,770	129,085	239,855	13,480	15,230	PRL	15,790	(560)	-4%
Piermont Library District	750	15,927	77,416	93,343	5,250	6,000	PMT	5,490	510	9%
Pine Bush Area Public Library District	1,250	42,913	90,293	133,205	7,490	8,740	PBL	8,060	680	8%
Port Jervis Free Library	1,250	61,840	109,440	171,280	9,630	10,880	PTJ	10,060	820	8%
Roscoe Free Library	750	5,744	78,903	84,646	4,760	5,510	ROS	4,880	630	13%
Rose Memorial Library Association	1,250	37,986	95,013	133,000	7,480	8,730	STP	8,390	340	4%
Sloatsburg Public Library	1,250	25,087	106,877	131,964	7,420	8,660	SLO	8,120	540	7%
Suffern Free Library	2,500	224,476	208,329	432,805	24,330	26,830	SUF	29,320	(2,490)	-8%
Sunshine Hall Free Library	750	13,794	88,058	101,852	5,730	6,480	ELD	5,920	560	9%
Tappan Library	1,250	67,088	97,118	164,207	9,230	10,480	TAP	9,780	700	7%
Thrall Public Library District of Middletown	2,500	166,339	291,920	458,259	25,760	28,260	MID	30,130	(1,870)	-6%
Tomkins Cove Public Library	1,250	12,962	104,409	117,371	6,600	7,850	TCL	7,520	330	4%
Tuxedo Park Library	1,250	35,208	92,720	127,927	7,190	8,440	TUX	7,820	620	8%
Valley Cottage Free Library	1,750	117,220	182,185	299,405	16,830	18,580	VCL	17,660	920	5%
Wallkill Public Library	1,250	43,023	82,731	125,754	7,070	8,320	WAK	7,610	710	9%
West Nyack Free Library	1,250	80,917	114,649	195,566	10,990	12,240	WNY	11,840	400	3%
Western Sullivan Public Library	1,250	72,337	139,744	212,081	11,920	13,170	WSPL	12,630	540	4%
Woodbury Public Library	1,250	38,578	99,962	138,540	7,790	9,040	CVL	8,370	670	8%
<b>TOTALS</b>	<b>\$ 67,500</b>	<b>3,950,562</b>	<b>5,973,823</b>	<b>9,924,385</b>	<b>\$ 557,910</b>	<b>\$ 625,400</b>		<b>\$ 615,820</b>	<b>\$ 9,580</b>	<b>2%</b>

1

Minimum Support Amount based on Column E 3-Year Circulation + Holdings Usage	
25,000 - 49,999	\$ 250
50,000 - 99,999	750
100,000 - 199,999	1,250
200,000 - 349,999	1,750
350,000 - 499,999	2,500
500,000 - 649,999	3,250
650,000 - 849,999	4,000
850,000 - 1,049,999	4,500
1,050,000 - 1,299,999	5,000

The ILS Support Costs have increased by \$9,600 (2%) over the 2024 ILS Budget.

If your Library has an increase greater or less than the 2% average (Column 1 on this sheet), it is because the 3 year average of Circulation (Column 2 on the back of this sheet) and Holdings (Column 3 on the back of this sheet) percentages are greater or less than their respective average.





RAMAPO  
CATSKILL  
LIBRARY  
SYSTEM

## 2025 Budget Ballot

The Board of Trustees of the \_\_\_\_\_  
Library on this day \_\_\_\_\_ of \_\_\_\_\_ 2024 approved a  
resolution to

accept

not to accept

the Ramapo Catskill Library System 2025 RCLS Budget.

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Board President *(signature)*

Please return by 4 p.m.

**Friday, November 22, 2024**

to

Grace Riario, Executive Director  
Ramapo Catskill Library System