



Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of November 11, 2024
(DRAFT until Accepted in meeting)

AGENDA

- I. Call to order - 7:00 pm
- II. Pledge of Allegiance
- III. Review and Approve Agenda
[Action item] RESOLVED that the Board approve the Agenda as presented.
- IV. Privilege of the floor
- V. Approval of the regular Board minutes of October 14, 2024.
[Action item] RESOLVED that the Board approve the regular minutes of October 14, 2024.
- VI. Finances
 - a. Financial report for October 2024 – Jack Denman, Finance
[Action item] RESOLVED to approve the financial report for October 2024 as presented.
 - b. Warrant Schedule for October 2024
[Action item] RESOLVED to approve the October 2024 warrant schedule as presented.
 - c. Approval of raising the double-signature cap on drafted checks from \$3,000 to \$7,500.
[Action item] RESOLVED to approve raising the double-signature cap on drafted checks from \$3,000 to \$7,500.
- VII. Discussion of Battle of Minisink Monument
- VIII. Director’s Report—Joslyn Bowling Dixon, Interim Library Director
- IX. Discussion and Scheduling of Calendar for Events in the New Year
- X. Appointment of Budget Committee
- XI. Committee Reports
 - a. Standing Committees
 - i. Physical Resources Committee - None
 - ii. Community Resources Committe - 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. Executive Session for the Purpose of Discussing Personnel Matters
[Action item] RESOLVED that the Board enter executive session

- XIV. Privilege of the floor

- XV. Report of Trustee Continuing Education Credits

Next Regular Meeting: December 9, 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.

November 11, 2024 Board of Trustees Regular Meeting Agenda



Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of October 14th 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 7:00p.m. on Monday, October 14th 2024.

Attendance:

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

Also in attendance: Jack Denman, finance manager; Joslyn Bowling Dixon, interim library director; Emelia Estep, Clerk of the Board.

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the Agenda with amendment of striking the RCLS Budget from New Business

Motion: Trustee Emily Collado. Seconded by: Trustee Robert Karchawer (Approved 7-0-0)

VI. Approval of the regular Board minutes of September 9th, 2024

[Action item] RESOLVED that the Board approve the minutes of September 9th, 2024.

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

[Action item] RESOLVED that the Board approve the minutes of special meeting September 16th and 25th, 2024.

Motion: Trustee Emily Collado. Seconded by: Trustee Michael Panzer. (Approved 7-0-0)

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

Motion: Trustee Jim Langlois. Seconded by: Trustee Heather LaBruna (Approved 7-0-0)

VII. Finances

Finance Manager Jack Denman reported that the salary line of the Goshen Public Library and Historical Society is still under budget due to unfilled positions. The line for books should be on budget once the Baker and Taylor orders are completed. The library made a payment for insurance for \$11,309 and should be \$40,000 or so for the year. We are running \$32,571 under budget. There is almost \$51,000 in the Key Account. We should be getting 50% of the total tax levy from the school. Jack answered Board member questions regarding the schedule of the payments from the Tax Levy from the school. 40% should come in early November, and the last 10% should come in March 2025. Jack will update the Board regarding the 50% of the tax levy. Jack answered further Board member questions regarding income line 6 of the budget about the PILOT revenue for the year. Jack explained that the PILOT revenue is spread over the course of the year and does not come in on a consistent schedule. Another question regarding line 11 of the budget was raised regarding a Friends donation which has not come in yet. A question was raised regarding line 74: Other Professional Services which is over budget. It was explained that the services of Interim Director Bowling Dixon come from this line, which will even out when compared to the salary line. The copying lease was discussed. It is being handled differently this year, and as opposed to paying for every copy, should be \$658 per month for the entirety of the year as opposed to approximately \$8,000 and change in 2023. There is \$61,637 in the Capital Fund. Jack will check on the interest and fees of the account holding the Capital Fund. This month there were neither deductions nor additions. The Warrant schedule was discussed by the Board. The Davey Tree Expert had an appointment to come to the library, but did not come. The check in the schedule for them is for a retainer. Interim Director Bowling Dixon was asked to check the contract's renewal date. The bill for the services of Trugreen was slightly more this year than last year, despite that the library has less lawn to cover. Financial Manager Jack Denman will look into whether Trugreen utilizes chemicals. The Board discussed the Journal, and sending thank you notes for a donation. The Board also discussed raising the cap requiring two signatures on an outgoing library check. The current cap requires two signatures on amounts over \$3,000 dollars. The Board will evaluate amending this policy at the November meeting with a proposal to raise the cap to \$7,500 dollars.

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

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

Motion: Trustee Emily Collado. Seconded by: Trustee Jim Langlois (Approved 7-0-0)

b. Warrant Schedule for September 2024

[Action item] RESOLVED to approve the September 2024 warrant schedule as presented.
Motion: Trustee Heather LaBruna. Seconded by: Trustee Bob Quinn. (Approved 7-0-0)

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

Interim Library Director Bowling Dixon gave an overview of several points from her report.

She has been working with department heads and coordinators regarding procedures for contacting the appropriate person in the event that administrative staff are not present or available. There have been several instances in the past when during an evening or weekend, when administrative staff were not present, the staff have been uncertain of who to contact in an emergency. Interim Director Bowling Dixon is reinstating a previous library practice called Person In Charge. The most senior or knowledgeable person in the building in an absence of administrative staff or department heads will be the Person In Charge. They will be marked with a P on the schedule on days where administrative staff and department heads are not scheduled. She and the administrative staff and department heads have been working on updating the phone numbers on file to call for various scenarios and have been creating a working file containing next steps in the event of different scenarios. Interim Director Bowling Dixon gave the example of the phone and internet going out at the library today (October 14th 2024). RCLS was closed, and the phones were down. Administrative staff were able to locate instructions for getting the phones back up. Interim Director Bowling Dixon fielded Board questions regarding how the Person In Charge practice works, and whether it would have an impact on CSEA negotiations down the line.

Interim Director Bowling Dixon has been utilizing Town Halls with staff, and recaps the Board Meetings for the staff so that they are aware of what is going on while giving space for staff to raise questions and concerns. The next Town Hall will be on a Friday in the month of October. The staff seem to really like it, and the meetings have a good turnout. Interim Director Bowling Dixon fielded Board questions regarding the meetings, including explaining that even those not scheduled for Fridays are invited to come. It is a safe space for staff to voice concerns and is not recorded. Should a staff member be unable to make a meeting, Interim Director Bowling Dixon gives them an overview of what happened during the meeting.

Interim Director Bowling Dixon spoke to the Board about the Great Give Back, which officially happens on October 19th every year in New York State, but which does not only occur on this day. It is an annual event during which libraries in New York State perform acts of community service. Interim Director Bowling Dixon described several community service events which the library has been involved with.

Interim Director Bowling Dixon spoke on the upcoming Freedom to Read Day of Action. The library will be focusing on the election and empowering people to vote this year. She outlined several library events including button making, election themed storytimes, and other such events. The question was raised whether the Orange County Board of Elections might be able to do something for voter registration, or if they might be able to do a program explaining the ballot items in a non-partisan manner. Interim Director Bowling Dixon will be discussing

these ideas with department heads.

Interim Director Bowling Dixon gave an overview of the statistics and graphs she provided. All metrics are either holding steady or have slightly increased from this time last year, except for the metrics on Computer Guest Passes. Computer Guest Passes are used by those who do not have a library card to use the computer. It is possible that this decline reflects an increase of visitors in possession of a library card. Circulation numbers went up despite difficulties with the self checkout which began in August with the migration to the new catalog system.

The board asked Interim Director Bowling Dixon about waitlists for programs. Interim Director Bowling Dixon has had conversations with programming staff about waitlists for programs and when they are necessary. It has been suggested that waitlists be implemented when it would be possible to hold another session of a popular program. It was also asked if there are parameters or a threshold for sunsetting programs with consistently low attendance.

IX. Review of RCLS Budget for Fiscal Year 2025

[Action item] RESOLVED that the Board approve the proposed RCLS budget for Fiscal Year 2025.

Motion: Trustee Jim Langlois. Seconded by: Trustee Robert Karchawer. (Approved 7-0-0)

X. Discussion and Scheduling of Calendar for Events in the New Year

President Tina Fortugno discussed the calendar of events for the Board, especially as it pertains to forming the Budget committee for 2025 and the timeline of preparing the 2025 Budget and when to hold the 2025 Budget Vote. Trustee Jim Langlois has proposed that he would like to hear from the Library Staff regarding what they have in mind for the 2025 budget. Interim Director Bowling Dixon will be having discussions with department heads regarding the 2025 Budget. The Board further discussed scheduling the 2025 Budget Vote, and it was agreed to resume this conversation with dates for potential Board candidate applications.

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

Trustee Bob Quinn reported on the Historical Society regarding digitization efforts and the cataloging of over 150 maps. He also discussed the Battle of Minisink Monument. The Board discussed possible locations and solutions for the Battle of Minisink Monument. More details regarding the monument were requested. The Journal is about 95% done. The Board discussed

the minutiae of financing and selling the Journal through the Friends group and the logistics involved. Each copy of the Journal will cost approximately \$7 to print, and the initial printing is planned to be for 150 copies.

ii. Bylaws Committee

XII. Reports from Partner Groups

a. Friends Liaison—Trustee Jim Langlois

Trustee Jim Langlois discussed the recent contributions of the Friends group: a Bilingual Computer Literacy System, Ancestry.com, and Museum Passes. About \$5,700 was donated by the Friends group. There was a good presentation last Saturday on the Ice Age in the Hudson Valley and how it created the scenery for the Hudson River Valley Art School. The next lecture is set to be on *Madams, Mobsters & Murder* on November 19th 2024. The Huge Book Sale by the Friends group is also scheduled for this weekend on October 18th and 19th. It was suggested that the Friends group may be able to contribute to an awning for the patio.

b. Junior Friends Liaison—Trustee Jim Langlois

Trustee Jim Langlois reported that the Jr. Friends group has not met in September.

XIII. New Business

a. Review of Automated Logic Contract

[Action item] RESOLVED to approve the Automated Logic Contract for service year 2024-2025.

Motion: Trustee Bob Quinn. Seconded by: Trustee Jim Langlois. (Approved 7-0-0)

b. Review of Billco contracts.

XV. Privilege of the floor

Note: The Board and Lisa Taylor who spoke at Privilege of the Floor agreed to move Privilege of the Floor to be before the Executive Session given the late hour.

Lisa Taylor of Circleville, a staff member of the library spoke on three topics:

There were two large round planters under the awning which had previously been personally tended to by Kathleen. Patrons have expressed that they miss the beautiful seasonal florals.

A patron mentioned that printed programs for adults were not also in Spanish. Currently, her children translate the programs for her.

When there is programming in the evening, the library is short staffed. Patrons have expressed that they would like to see more evening programs, but the staff have difficulty in evenings when programs are going on, especially regarding reference.

XIV. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 9:38pm

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer. (Approved 7-0-0)

[Action item] RESOLVED that the Board exit executive session at 11:02 p.m. Action items follow.

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

[Action item] RESOLVED that the Board approve entering into contract with library services search firm Bradbury Miller Associates for the fee of \$28,000 to fill permanent library director position.

Motion: Trustee Langlois Seconded by: Trustee Karchawer (Approved 7-0-0)

[Action item] RESOLVED that the Board approve the appointment of Kitty Ruberte-Smith to the full-time Marketing and Communications position.

Motion: Trustee Panzer Seconded by: Trustee Langlois (Approved 7-0-0)

[Action item] RESOLVED that Board approve the appointment of Karen Golding to the full-time Head of Young Adults/Children's Services position.

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

[Action item] RESOLVED that the Board end the meeting of October 14, 2024, at 11:05 p.m.

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

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

Submitted by: Emelia Estep, Clerk of the Board

Director's Report

November 2024

Submitted by Joslyn Bowling Dixon

Minisink Monument

On October 7, I joined library board member Bob Quinn, Ann Roche, Head of the Local History Room, and Gustavo Lopez, our custodial worker in meeting with Benedict Memorials to discuss possibilities in moving forward with relocating and refurbishing the Minisink Monument currently located outside at the entrance of the building.

Shortly after the board meeting last month, Jared Russel from Benedict Memorials reached out and extended a generous offer to refresh and relocate the monument to a location of the library's choosing at no charge as a thank you for the library's service to the community.

I sent a thank you letter out to Jared after having Bob, Ann, and Don review in October.

ACTION: A definitive decision needs support/ratification/ vote (?) by the board by the end of the year at the latest to determine where the monument will ultimately live so that we may be responsive in a timely fashion to the current offer from Benedict Memorials, which potentially saves the library thousands of dollars in restoration costs.

RECOMMENDATION: Relocate the Minisink Monument indoors to the first-floor lobby where the current Donor Wall sign is located. Add additional display signage to accompany the monument in order to provide historical context. Relocate Donor Wall sign to the wall across from its current location.

RATIONALE: Unbeknownst to me, Ann and Gustavo had also previously recommended the same spot. As the head of the Local History Room, Ann would prefer that the monument remain on the first floor where there is the most foot traffic and an opportunity for patrons to see it. From a building perspective, Gustavo recommends this location because the load bearing weight and fragility of the monument is unknown, so keeping it on the ground floor, inside rather than outdoors contending with the fluctuations of heat/cold/outdoor pollution would be ideal. My recommendation is rooted in not only supporting staff ideas and input whenever feasible, but also in selecting a safe and visible location for the monument which does not impact or limit the flexibility of current space usage.

Tech Lab @ Goshen PL&HS

REVIEW: In May 2023, GPL&HS requested \$28,000 in Bullet Aid Grant funds from Assemblyman Brian Maher’s office to (quoting from letter submitted to Assemblyman Maher):

“purchase computers and basic makerspace technology to support:

- Basic technology instruction for all ages
- Launching programs such as Girls Who Code
- Those seeking to learn new employment skills or earn professional and technical certificates using Coursera and other online platforms
- Technology conversion equipment to enable users to preserve memories and historical documents
- Opportunities for patrons to engage in creative activities using digital technologies”

FOLLOW UP: The library was awarded \$20,000 and committed to the following:

“At the start the Library will use a mobile laptop cart to transform the community room into a classroom for technology training on digital literacy topics from essential computer skills to internet security to coding...”

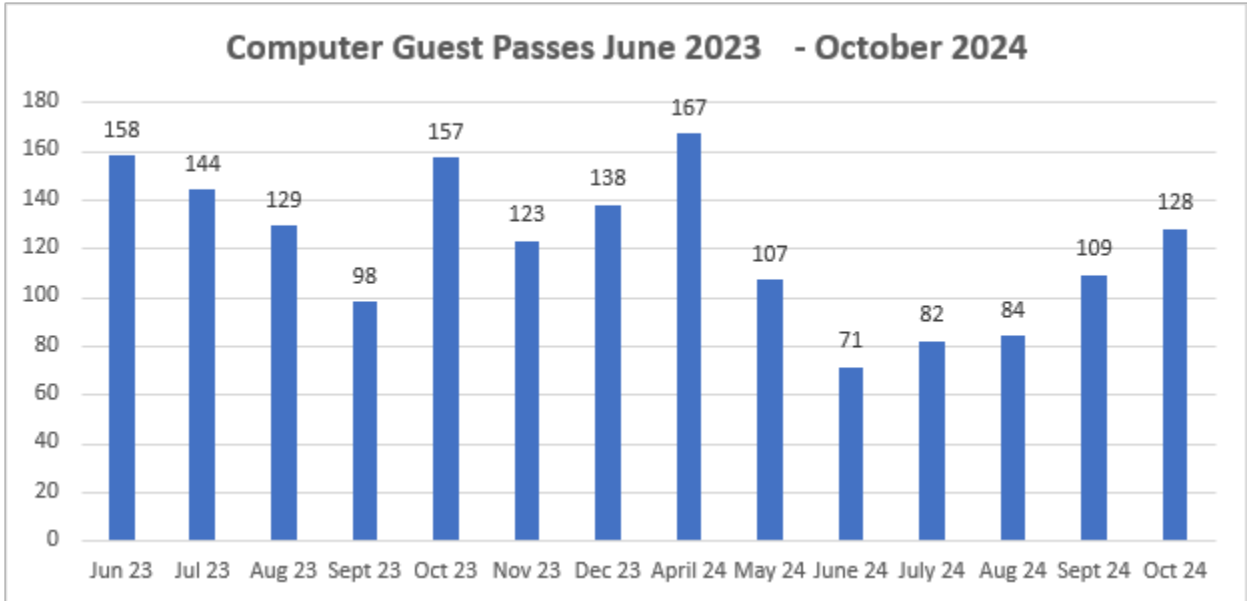
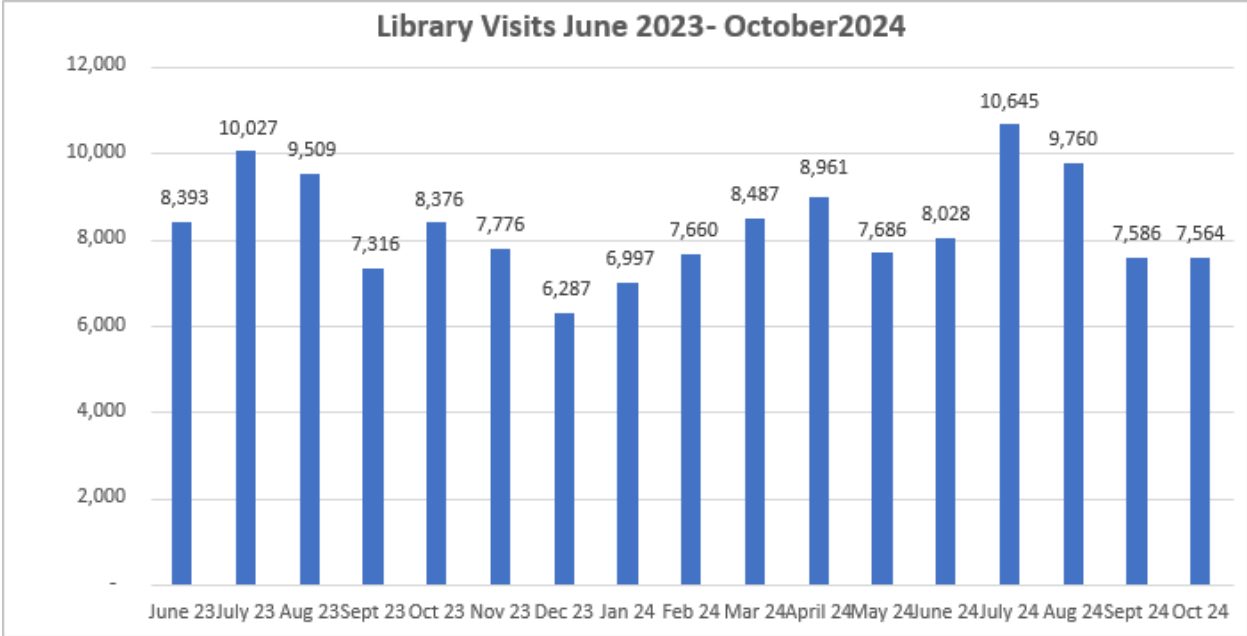
In Spring 2024, Jerome provided the board with a presentation of an outline to purchase a mobile cart which included 12 laptops, accompanied by laptop accoutrements, and a robot to program via the laptops. The cart has not yet been purchased and no programs or classes have been implemented yet.

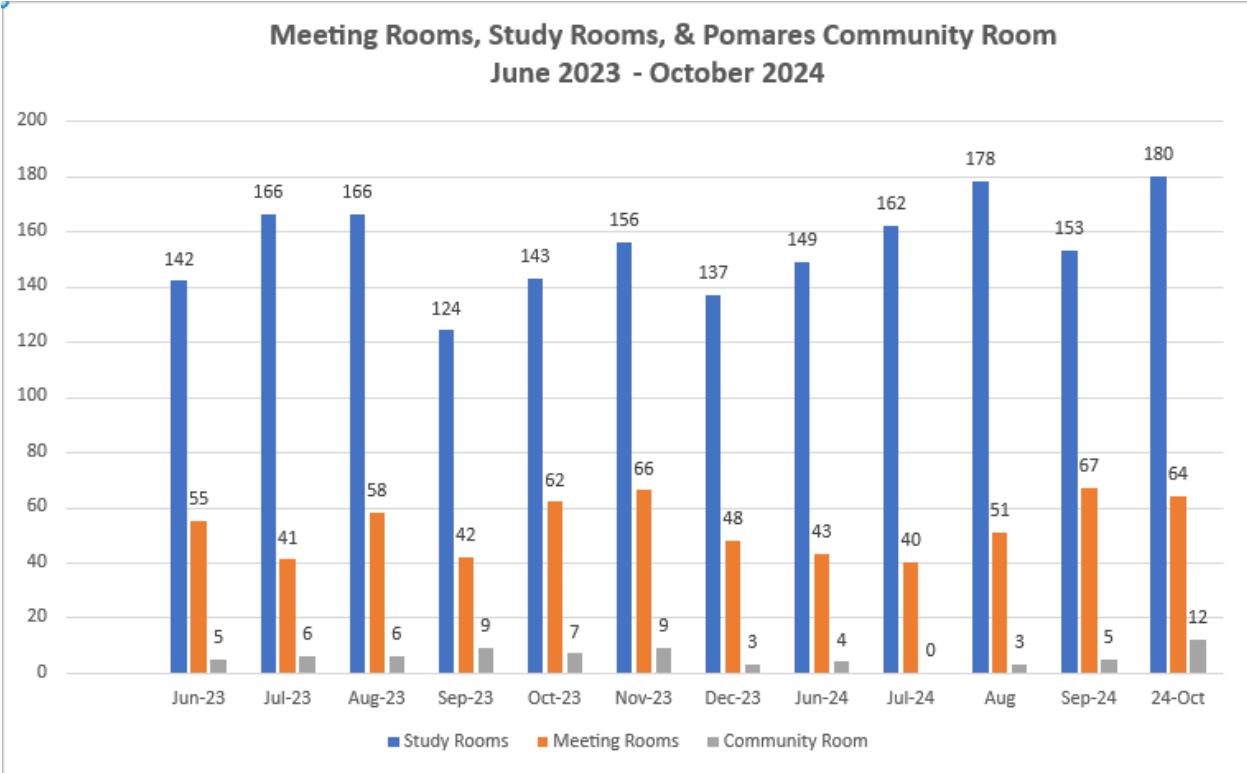
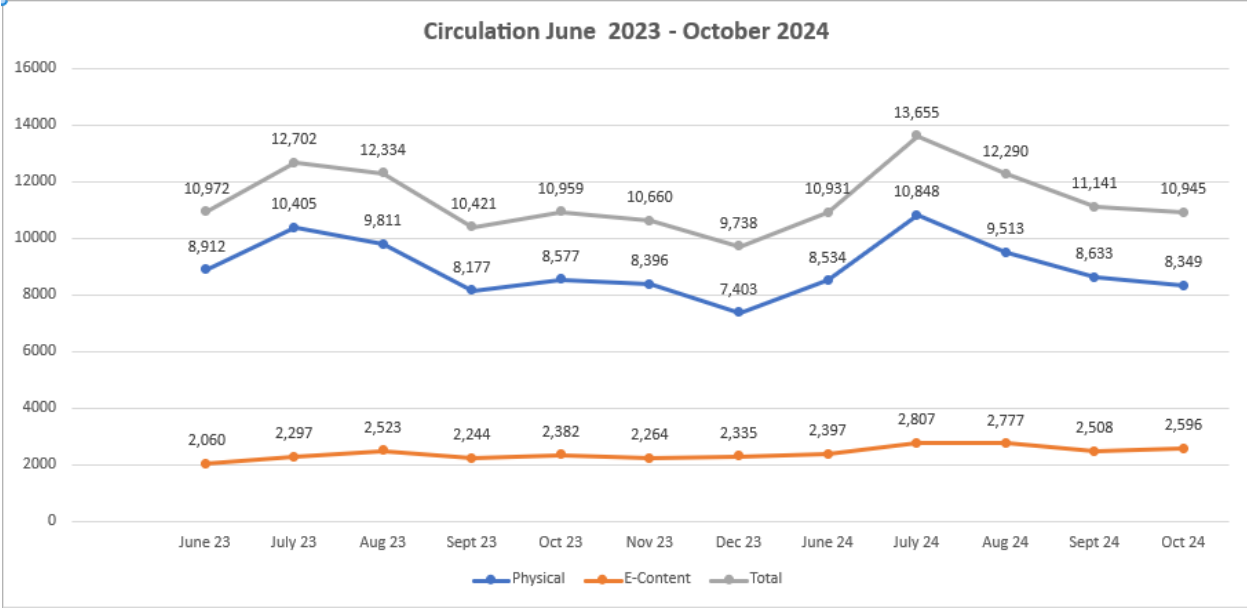
RECOMMENDATION: The library also committed to: “repurposing an unused desk area in the adult services area to create a small DIY makerspace for the public to use technologies to preserve memories and engage in shared creative activities,” The leg work has been done on the mobile cart, here is where I wanted to pick up the mantle, on the makerspace side. The intent is not to alter what was already submitted or planned, but to follow through with the grant proposal presented to obtain the grant. There is no “unused space” anywhere currently on the service floor of the library. Therefore, to safely and effectively house the potential maker space, I surveyed the current available space and considered incorporating maker space into the young adult room.

Here are some of the items I have experience with in activating successful and viable maker spaces that I recommend considering for the potential space here at Goshen. The objective in purchasing would also support access to technology that may otherwise not be easily accessible or affordable, support for small business endeavors, an opportunity to collaborate with the Junior Friends and have them serve as junior tech instructor assistants, as well as in house project use (staff t-shirts, library swag, etc.) If possible, I

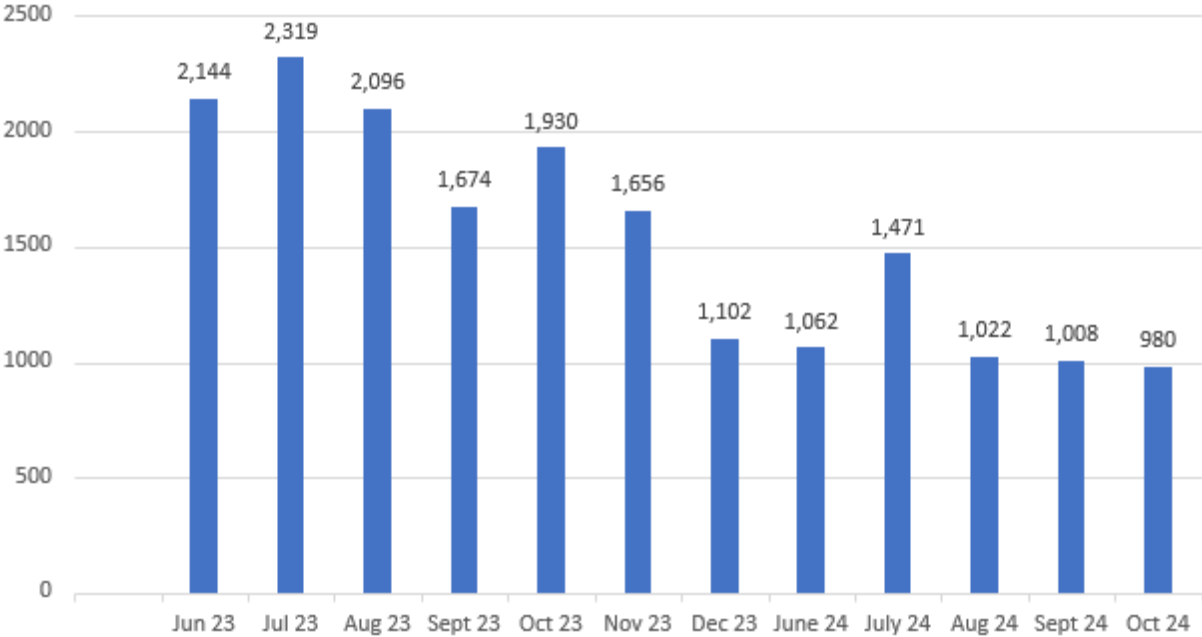
recommend the library move forward in purchasing items both for the mobile lab and maker space as put forth in the grant last year. It is long overdue and a missed opportunity to keep the library's connection with a key local government representative current and to ensure continued support.

Equipment				
Glowforge HD Laser Printer	1	\$6999	\$6999	https://glowforge.com/
Cricut 3 Everything Bundle	1	\$419	\$419	https://cricut.com/en-us/cutting-machines/cricut-maker/cricut-maker-3/cricut-maker-3-bundle-cricut-access-subscription/8002652.html
Cricut Easy Press 3 9X	1	\$129	\$129	https://cricut.com/en-us/heat-presses/cricut-easypress/easypress-12x10/cricut-easypress-12x10-in/2009150.html
Singer Quantum Stylist 9960 Sewing Machine	1	\$499.00	\$499.00	https://www.amazon.com/SINGER-9960-Computerized-600-Stitches-Accessories/dp/B004RDH7Y8?ref_=ast_sto_dp





Patron Information Interactions June 2023 - October 2024



FACEBOOK PAGE STATISTIC

Jan 2024-Oct 2024

Audience

Trends

Demographics

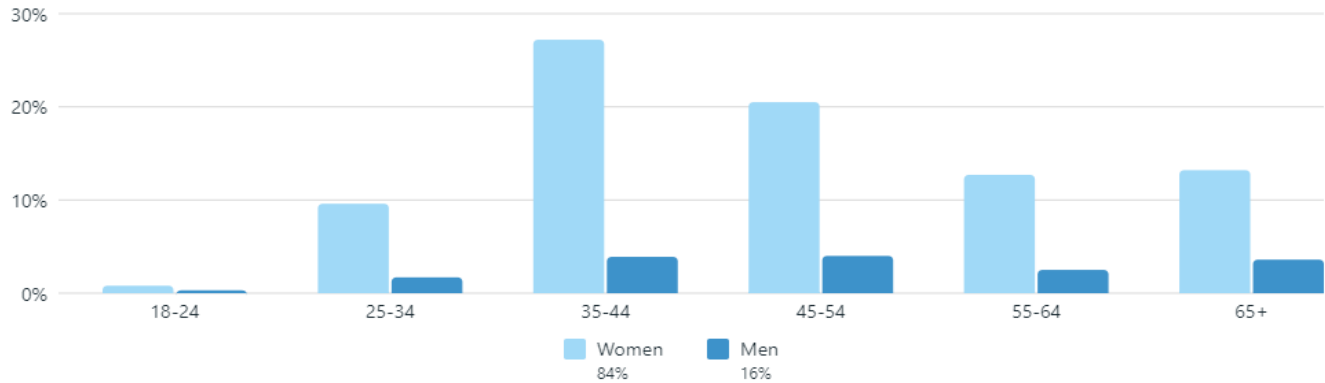
Potential audience

Followers ⓘ

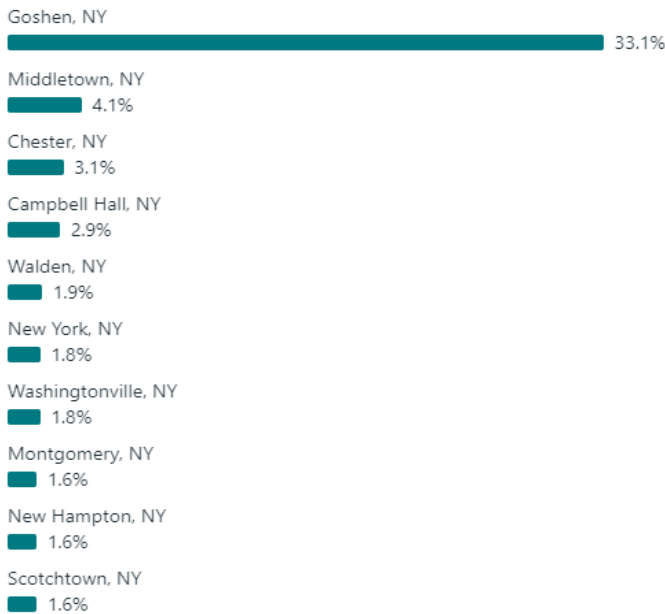
Lifetime

2,886

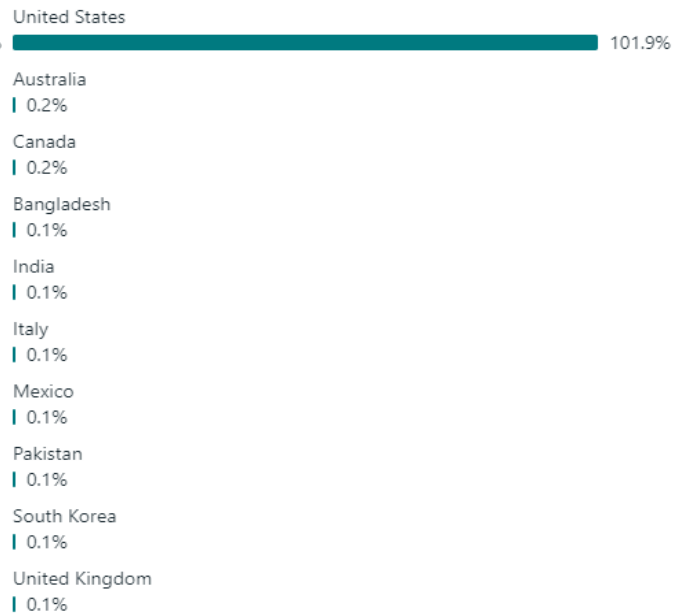
Age & gender ⓘ



Top cities



Top countries



Audience

Trends

Demographics

Potential audience

Follows

281 ↓ 15.1%

Returning viewers

0 0%

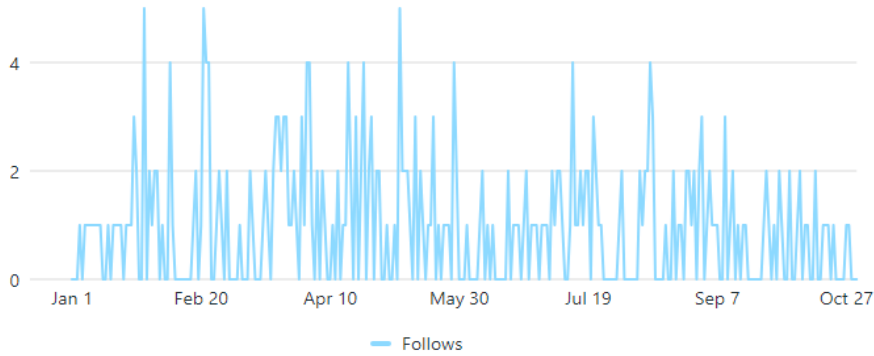
Engaged followers

0 0%

Messaging contacts

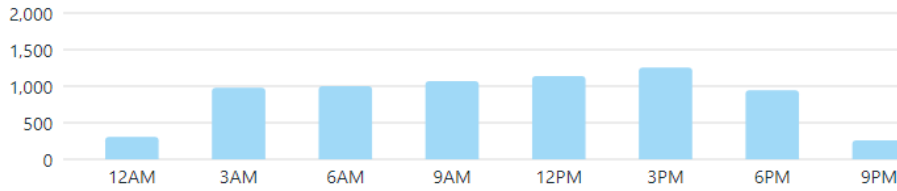
22 ↑ 15.8%

Based on last 28 days



Most active times

Based on last 28 days



Followers breakdown

Jan 1, 2024 – Oct 31, 2024

Unfollows

29 ↑ 45%

Net follows

252 ↓ 19%

Followers

Lifetime

2,886

Thursdays ▼

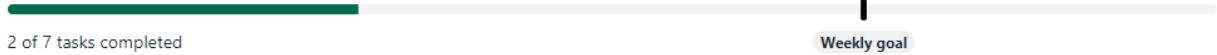
The majority of your followers are active on Facebook around 3PM PST on Thursdays.

Weekly plan 📌 🕒 2 days left

Set your business up for success by completing recommended tasks.

[📄 See full plan](#)

Complete at least 5 tasks to finish this plan.

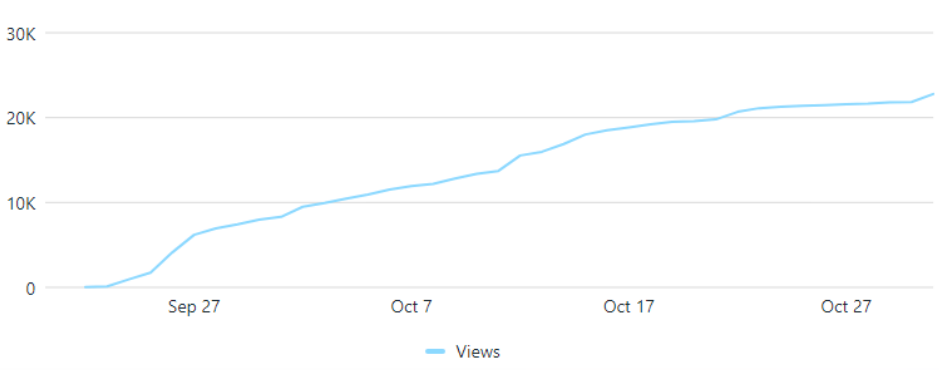


- Publish one ad 0 / 1
- Publish one story on Instagram 0 / 1
- Publish 4 posts on Facebook 2 / 4

Performance

Daily Cumulative 📌

Views 📌 22.8K —	Reach 📌 28.3K ↓ 29.4%	Content interactions 📌 2.2K ↓ 52.1%	Followers 📌 Lifetime 2.9K	Link clicks 📌 201 ↓ 72.9%
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Views breakdown

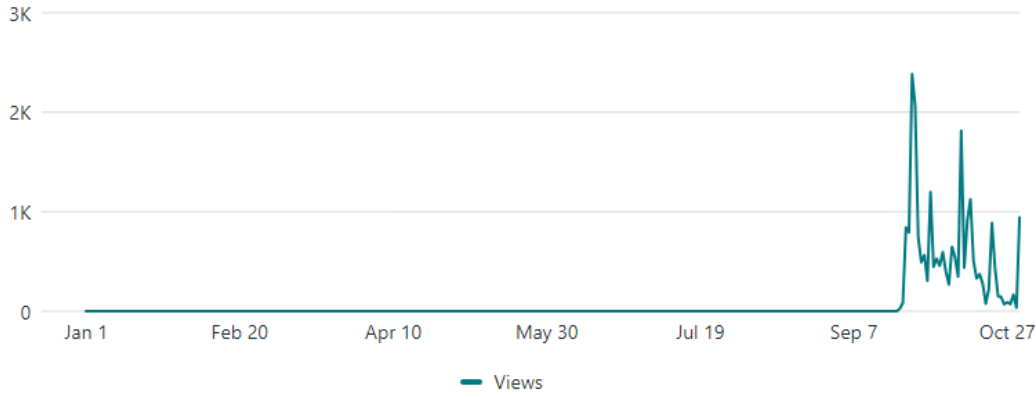
- Total **22,782** —
- From organic **98%** —
- From ads **2%** —

Content overview

Breakdown: Organic/ads

All Posts Stories Reels Videos Live

Views **22.8K** Reach **28.3K** ↓ 29.4% 3-second views **3.9K** ↑ 115.7% 1-minute views **100** ↑ 300% Content interactions **2.2K** ↓ 52.1% Minutes viewed **20h 52m**



Views breakdown

Jan 1 - Oct 31

Total **22,782**

From organic **98%**

From ads **2%**

Top content by views

Boost content

See all content



Character Creations with Miss Lynn...

Thu Sep 26, 7:38am

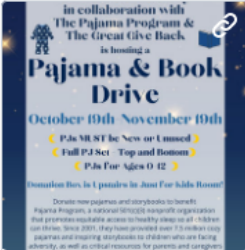
1.9K 16



Casey Tompkins, an Ecologist/Wetland...

Tue May 7, 10:44am

1.7K 29



Tue Oct 22, 11:40am

1.3K 15 0 5



Join us for this magical event! Be the first to...

Wed Oct 2, 9:43am

1.3K 7



Had a blast kicking off Summer Reading 20...

Tue Jul 2, 9:25pm

1.2K 37

Goshen Public Library and Historical Society

Statement of Activities

October 1 - 31, 2024 and YTD Jul 1, 2024 - June 30, 2025

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	T	U
1				MONTH				YEAR TO DATE				FULL YEAR		FULL YEAR		
2				Oct 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	Income															
4	Real Property Taxes			977,010	977,010	-	977,010	977,010	-		1,954,019					
5	Real Property Taxes-Bond			-			-	-	-		-	496,194	0%			
6	PILOT Revenue			-	5,083	(5,083)	-	20,333	(20,333)	0%	61,000					
7	RCLS Grants			-	417	(417)	5,350	1,667	3,683		5,000					
8	Other Grants			-	83	(83)	-	333	(333)		1,000					
9	Library Charges			395	458	(63)	1,856	1,833	23		5,500					
10	Appropriated Reserve			-	-	-	-	-	-		40,000		0%			
11	Friends of the GPLHS			1,570	208	1,362	1,570	833	737		2,500					
12	Donations			-	-	-	-	-	-		-					
13	Interest Income			1,407	1,000	407	8,201	4,000	4,201		12,000					
14	Total Income			980,382	984,260	(3,878)	993,987	1,006,010	(12,023)	99%	2,081,019	496,194	39%			
15	Expense															
16				(Over)/Under Bud			(Over)/Under Bud									
17	Total Salaries & Wages			109,660	130,765	21,105	341,479	392,294	50,815	87%	1,133,293	-	30%			
18	Employee Benefits															
19	FICA			6,566	8,107	1,541	20,829	24,668	3,839	84%	70,264					
20	Medicare			1,536	1,896	360	4,592	5,688	1,096	81%	16,433					
21	Worker's Compensation			-	667	667	3,905	2,667	(1,238)	146%	8,000					
22	Unemployment Insurance			(229)	833	1,062	1,160	3,333	2,173	35%	10,000					
23	Disability Insurance			(98)	583	681	(302)	2,333	2,635	-13%	7,000					
24	Health Insurance			13,066	16,417	3,351	56,621	65,667	9,046	86%	197,000					
25	Retiree Health Insurance			-	-	-	-	-	-	0%	-					
26	Vision Care			98	125	27	461	500	39		1,500					
27	State Retirement			-	-	-	-	-	-	0%	102,000					
28	State Retirement-Arrears			-	-	-	-	-	-		40,000					
29	Direct Deposit Fees			372	100	(272)	1,116	400	(716)		1,200					
30	Total Employee Benefits			21,311	28,729	7,418	88,382	105,256	16,874	84%	453,397	-	19%			
31	Library Materials/Services															
32	Books - Adult			1,559	3,500	1,941	8,696	14,000	5,304	62%	42,000					
33	Books - Teen			30	500	470	278	2,000	1,722	14%	6,000					
34	Books - Juvenile			145	1,333	1,188	1,569	5,333	3,764	29%	16,000					
35	Reference Databases			-	358	358	350	1,433	1,083	0%	4,300					
36	Serials			-	667	667	3,889	2,667	(1,222)	146%	8,000					
37	AV			357	333	(24)	1,052	1,333	281	79%	4,000					
38	AV - Audio Books			-	333	333	357	1,333	976	0%	4,000					
39	AV - Audio Music			-	83	83	-	333	333	0%	1,000					
40	Museum Passes			-	150	150	925	600	(325)	154%	1,800					
41	E Content			603	1,583	980	6,610	6,333	(277)	104%	19,000					
42	Total Library Materials/Services			2,694	8,842	6,148	23,726	35,367	11,641	67%	106,100	-	22%			
43	Building			(Over)/Under Bud			(Over)/Under Bud									
44	Equipment			-	200	200	-	800	800	0%	2,400					
45	Building Repairs/Improvement			-	833	833	2,365	3,333	968	71%	10,000					
46	Utilities			3,414	4,167	753	17,408	16,667	(741)	104%	50,000					
47	Insurance			-	3,433	3,433	11,309	13,733	2,424	0%	41,200					
48	New Building- Generator			-	-	-	-	-	-	0%	-					

Goshen Public Library and Historical Society

Balance Sheet

General Fund

As of October 31, 2024

	A	B	C	D	E	F	G	K
1								
2								
3								
4						31-Oct-24		
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31-Oct-24

ASSETS

Current Assets

Checking/Savings

Cash - Key - Current year funds

220,285.89

Total Key Balance

220,285.89

NYLAF

981,996.89

Cash - Orange County Trust

5,407.39

Petty Cash

99.25

Total Checking/Savings

1,207,789.42

Total Current Assets

1,207,789.42

TOTAL ASSETS

\$ 1,207,789.42

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

-

Accrued Expenses

-

Real Property Tax Advance

.

Payroll Liabilities

7,357.97

Total Other Current Liabilities

7,357.97

Total Liabilities

7,357.97

Equity (Total Assets less Total Liabilities)

1,200,431.45

TOTAL LIABILITIES & EQUITY

\$ 1,207,789.42

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 10/31/24

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
November 6, 2024

10/03/2024	19122	Mike's Lock Service, Inc.	Building-Building Repairs	70.00
10/03/2024	19123	RCLS General	Electronic Resources-ILS Services/Computer Software	4,781.90
10/07/2024	19124	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen	608.79
10/07/2024	19125	Emelia Estep	Administrative Expenses-Professional Services	198.00
10/07/2024	19126	Void		-
10/07/2024	19127	Frontier Communications-NY	Administrative Expenses-Telephone	302.36
10/07/2024	19128	Gustavo Lopez	Building-Building Services	260.44
10/07/2024	19129	Hoopla	Library Materials-E Content	1,319.85
10/07/2024	19130	Pitney Bowes - Quarterly	Administrative Expenses-Postage	171.80
10/07/2024	19131	Quill Corporation	Administrative Expenses-Library Supplies	53.97
10/08/2024	19132	Midwest Tape	Library Materials-AV	468.53
10/08/2024	19133	NYSEG	Building-Utilities	59.71
10/09/2024	19134	Blackstone Audiobooks	Library Materials-AV	356.72
10/09/2024	19135	New York Deer Control, LLC	Building-Building Services	210.00
10/09/2024	19136	SRI Fire Sprinkler LLC	Building-Building Services	880.00
10/14/2024	19137	Void		-
10/14/2024	19138	Billco Landscape Contractors	Building-Building Services	3,925.00
10/14/2024	19139	Greenwald & Doherty LLP	Administrative Expenses-Professional Services-CSEA matters	49.50
10/14/2024	19140	Joslyn Bowling Dixon	Administrative Expenses-Professional Services	8,875.00
10/14/2024	19141	Robert W. Schultz, CPA	Administrative Expenses-Professional Services-Accounting	950.00
10/14/2024	19142	Sam's Club	Building-Building Services	196.02
10/14/2024	19143	Void		-
10/14/2024	19144	SRS Inc.	Programs-Adult / Juvenile Programs	58.48
10/25/2024	19145	Void		-
10/25/2024	19146	M & T Bank	Credit Card	2,029.84
10/25/2024	19147	Cornerstone Theatre Arts	Programs-Community Development	2,500.00
10/29/2024	19148	Joslyn Bowling Dixon	Administrative Expenses-Professional Services	7,781.25
10/29/2024	19149	Karen Golding	Programs-Adult / Juvenile Programs	169.29
10/29/2024	19150	Void		-
10/29/2024	19151	Norma Fives	Employee Benefits-Health Insurance	644.47
10/29/2024	19152	OverDrive	Library Materials-E Content	603.22
10/29/2024	19153	Spectrum Business	Administrative Expenses-Telephone	209.97
10/17/2024	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,375.10
10/17/2024	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,257.39
10/17/2024	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,000.00
10/31/2024	ACH DR	Orange & Rockland	Building-Utilities	3,354.34
10/31/2024	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	7,985.94
10/31/2024	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,233.48
10/31/2024	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,120.00
11/05/2024	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	15,612.44
			Total	77,672.80

Memorandum

To: Board of Trustees

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

Date: Nov. 4, 2024

Re: Adult Services Department October 2024 report

REFERENCE SERVICES

The Adult Services staff answered 668 patron questions this October. We have patrons regularly calling to check the weather forecast and sports scores. This month there were a number of people with questions about early voting. We answered questions about gardening, the history of Salesian Park and word etymologies. We helped patrons find travel guides and information on social work careers. Patrons asked about language learning and ESL classes and computer classes. Three of the most popular authors of the month were Kristin Hannah with people checking out her backlist after reading or while still waiting for *The Women*, Malcolm Gladwell and his new title *Revenge of the Tipping Point*, and John Grisham who besides being the most popular author in the Bestsellers Club, just released a nonfiction title about wrongful convictions.

Our patrons borrowed 8349 physical and 2596 digital materials this past month. 26 new users signed up for Hoopla and 15 new users signed up for Libby to join the ever-growing e-book and e-audiobook readers. 100 new items arrived and were added to the circulating adult collection.

Select Adult Collections Circulation	2024	2023
New Fiction	656	642
New Nonfiction	194	180
Fiction	1017	904
Nonfiction	710	641
Large Print	361	391
Audiobook	88	123
DVDs	376	527
Videogames	50	129
Puzzles & Board Games	30	18
Museum Passes	24	28

PROGRAMS

Since the last board meeting, we had several programs, as both repeating regular series and special one-time events. The standout programs were around Halloween. We had a lecture from Linda Zimmermann, a local authority on supernatural lore of the area, on Saturday, October 26 to 48 attendees. She presented about supposedly haunted houses and objects of Orange County, and the audience was quite enthusiastic. We also hosted a lecture from Shannon Fischer of Dark Histories Mysteries exploring the infamous Jack the Ripper case, providing an overview of several suspects and what made them more or less likely candidates. That event had 18 attendees.

Our regular Mystery Book Club has transitioned to being almost entirely run by our gracious volunteer, Eleanor Kuhns, former librarian here at the Goshen Public Library and founder of the book club and published mystery author. Since she is extremely knowledgeable on the genre, she can better guide conversations regarding the titles for that club.

Our big events for November are all scheduled in the earlier part of the month as to not conflict with Thanksgiving. We have a piemaking presentation from Noble Pies on November 6, a lecture on the history of Sterling Forest on November 7, and the third in our Music Connects Us series in partnership with Music for Humanity on November 9. Since I'm away at the NYLA conference from November 6-9, I don't have the attendance data at the time of writing this report.

Since November is also International Games Month, we also have several gaming-related programs on the calendar: two video game programs, a board game night, and an introductory session of Dungeons & Dragons.



1 Picture shared by a patron of the recipe they made with the spice of the month kit for October.

To: Board of Trustees
From: Local History Room
Date: October, 2024
Phone: 6
Visitors: 19
Emails: 6

Another busy month. Many local people visited the local history room searching families, homes and the history of Goshen. One person is interested in having tours around Goshen. We have much information and we were able to help him. Another gentleman is doing research about Willie "The Lion" Smith, a Jazz pianist who was born in Goshen in 1893. A patron is still working on the biographies of soldiers in the Revolution (Battle of Minisink). Questions about the cemeteries in the area; homes; Drowned Lands; families; Brinks Trial; railroads.

We have two exhibits going on this month. Firemen of Goshen and political ephemera. Our volunteers Don and Liz have been working hard on accessioning our artifacts. As of this month we have accessions 307 articles.

The microfilm reader has been used a number of times this month for newspaper articles.

Donations: Photos of Stanley Golemboski as a World War 1 soldier and as Goshen police chief.

A fairly good copy of the Orange County Atlas, 1895.

The room was open on the Saturday of the Friends lecture.

The Journal is almost ready for publication.

Jared Russell of Benedict monuments has offered to clean and move the Battle of Minisink Monument at no charge.

Submitted by:

Ann M. Roche
Clerk

Memorandum

To: Board of Trustees

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

Date: November 1, 2024

Re: Young Adult Department October 2024 report

During the month of October we offered several programs for kids in grades 6-12. We began the month by offering a special beanstack challenge all about cryptids. Participants were challenged to learn about Bigfoot, the Loch Ness Monster, the Yeti and other famous creatures. Activities included taking a virtual tour of the a Cryptid Museum, watching a livestream of Loch Ness, and reading historical information about other well known cryptids. Beanstack challenges are a great way to offer kids alternative ways to read and learn about new things and earn rewards for their efforts.

Our crafting program this month was Halloween themed. We decorated wooden ghost cutouts, created pet ghosts, and made our own halloween themed stickers. The pet ghosts were a big hit. The kids drew their own tiny ghosts, decorated them and cut them out. We then put some white fiberfill in the bottom of small jars and suspended the ghosts inside. Each pet ghost came with a certificate of adoption. The kids were very creative and were happy to bring home a pet ghost of their own. We also offered a Halloween take and make this month with make your own sticker kits.

We held our first tabletop games program this month; playing Unstable Unicorns, Exploding Kittens and Taco Cat Goat Cheese Pizza. These are all fast paced card games that require quick thinking and creativity. The kids had a lot of fun learning and playing the games. Next month we will offer some different games to go along with these as some of our attendees had suggestions for other options.

Our very popular R.E.A.D to a dog partnership with Hudson Valley Paws for a Cause continues to be well attended. Kids love to have the opportunity to sit and read with one of the therapy dogs for a bit. It is very relaxing for the kids and the dogs. We are thrilled that this program is going so well and are happy to have this new partnership with such a great agency.

Oct 2024 Stats

Memorandum

To: Board of Trustees

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

Re: Youth Services Monthly Report

Spooky season is by far my favorite of the year. Between the creepy stories, dressing up as favorite characters and sugary candies, there's not much to dislike during this time. The Children's Department participated in a couple of events off-site, including "Spooky Fun" a Family Event at Cafe Yen and another Market Tales at the Goshen Farmers Market which were both well attended. Kitty had a Creepy Crafternoon Saturday program where the focus was the highly popular Creepy Picture Book Series by Aaron Reynolds. Virginia had a Ghost Storytime and made beautiful ghost garlands for the kids to take home. I had a Monster Brownies program that was super messy but super fun. Though some of our programs may have been all scares, we did enjoy putting together other fun activities and events for kids. The week of October 13th was Harry Potter Week where there was a few different ways to win wizardly prizes, like ISpy, Word Searches and my all time favorite, Bingo. Rosa had her second successful Saturday Sensory Storytime and I believe we will be moving forward with them throughout the year. I spoke with a child recently who showed me that she could write her name in cursive and that she was practicing with Kathys passive Cursive with Characters program which is awesome! Kids are also having an amazing time creating popular characters with Lynn via her STEM programs. Overall, another successful month for the Children's Department!

180 non-program questions, 135 program-related questions, and 7 directional questions were answered.

Program Attendance:

Storytimes:

Wee Read :

October 7th – 20

October 14th – 10

October 21st – 26

October 28th – 16

Circletime :

October 7th – 2

October 14th – 0

October 21st – 1

October 28th – 0

Snuggle Up for a Storytime:

October 7th – 18

October 14th – 14

October 21st – 22

October 7th – 14

Toddletime :

October 1st – 20

October 2nd – 23

October 8th – 23

October 9th – 20

October 15th – 10

October 16th – 20

October 22nd – 17

October 23rd – 16

October 29th – 18

October 30th – 17

Sensory Storytime :

October 5th – 16

Spanish Storytime:

October 3rd – 16

October 10th – 12

October 17th – 10

October 24th – 12

October 31st - 8

Friday Fun Storytime:

October 18th – 6

October 25th - 12

Asynchronous:

Harry Potter ISPY – 17

Harry Potter Scavenger Hunt – 24

Harry Potter Word Search – 34

Cursive with Characters - 8

Halloween Trick or Treat Bags – 65

October Scavenger Hunt - 44

Reading Challenge:

Fall into Reading Beanstack – 7

Guess Who Reading Challenge – 30

Playdate:

Family Playdate:

October 3rd – 16

October 10th – 23

October 17th – 16

October 31st - 0

Specials:

October 5th - Creepy Crafternoon – 10

October 9th – Pokemon Gem Art – 24

October 16th – Harry Potter Bingo – 32

October 23rd – Spooky Stories and Ghosts – 16

October 30th – Monster Brownies - 30

R.E.A.D to a Dog :

October 10th – 8

October 24th - 7

Character Creations :

October 14th – 10

October 21st – 15

October 28th - 10

Community Engagement:

October 13th – Spooky Fun - 125

October 25th – Market Tales - 18

Future Plans and Ideas:

For the month of November, things will start to slow down. It marks the end of our weekly storytimes and we start to prep for the upcoming season. Lynn still has a couple Character Creation classes, and I have a few Wednesday Specials including another collab with O&R, a beginners Yoga storytime class for kids and parents and Virginia is having a Thanksgiving themed Readers Theater. For December, Lynn is prepping for National Cocoa Day which is a popular annual event here at the library where kids can come and mix their own cocoa recipes. I am having a sponsored Elf Sleigh In event with the Goshen Chamber of Commerce and Olivero Realty where kids can make their own sleigh and cozy in to watch the Holiday Movie Elf. We are moving forward with a gaming theme for next season and working more hand in hand with Adult Services to create a nice cohesive connection between departments and for the entire library. I'm really looking forward to 2025!

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