



Goshen Public Library and Historical Society Board of  
Trustees Regular Meeting of February 10, 2025

(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. Presentation by Junior Friends, Fiorello LaBruna

- V. Privilege of the floor

- VI. Approval of the regular Board minutes of January 13, 2025.

[Action item] RESOLVED that the Board approve the regular minutes of January 13, 2025.

- VII. Finances

- a. Financial report for January 2025 – Jack Denman, Finance

[Action item] RESOLVED to approve the financial report for January 2025 as presented.

- b. Warrant Schedule for January 2025

[Action item] RESOLVED to approve the January 2025 warrant schedule as presented.

- VIII. Preliminary Budget for 2025-2026 and Discussion of Calendar for Vote

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

- X. Webmaster Contractor

- XI. Patron Privacy Policy

- XII. RCLS Minimum Standards for Member Libraries

- a. Bylaws

- b. Annual Report
- XIII. Committee Reports
- a. Standing Committees
    - i. Physical Resources Committee - None
    - ii. Community Resources Committee - None
    - iii. Human Resources – None
    - iv. Sunshine Committee - None
  - b. Ad Hoc Committee
    - i. Historical Society Committee
    - ii. Bylaws Committee
- XIV. Reports from Partner Groups
- a. Friends Liaison—Trustee Jim Langlois
  - b. Junior Friends Liaison
- XV. Privilege of the floor
- XVI. Executive Session for the Purpose of Discussing Personnel Matters
- [Action item] RESOLVED that the Board enter executive session
- XVII. Report of Trustee Continuing Education Credits

Next Regular Meeting: March 10, 2025 @ 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 January 13th, 2025

**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 7:07pm on Monday, January 13th, 2025

Attendance:

Board members present: Tina Fortugno, 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

- a. The recognition of Robert Quinn was removed from the agenda, and a discussion regarding a possible new webmaster for the library was added.

[Action item] RESOLVED that the Board approve the Agenda

Motion: Trustee Heather LaBruna. Seconded by: Trustee Robert Karchawer (Approved 6-0-0)

VI. Approval of the regular Board minutes of December 9th, 2025.

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

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

VII. Personnel Appointments

Appoint Krystal Coleman to part time library assistant. (Youth Services)

[Action item] RESOLVED that the Board approve the appointment of Krystal Coleman to part time library assistant.

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

Appoint Charles DeYoe to Interim Director of IT

[Action item] RESOLVED that the Board approve the appointment of Charles DeYoe to Interim Director of IT

Motion: Trustee Heather LaBruna. Seconded by: Trustee Robert Karchawer. (Approved 6-0-0)

Appoint Amber Kirkwood to Interim Director of Adult Services/Youth Services Programming

[Action item] RESOLVED that the Board approve the appointment of Amber Kirkwood to Interim Director of Adult Services/Youth Services.

Motion: Trustee Heather LaBruna. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

#### VIII. Finances

Finance Manager Jack Denman reported that line G49 Building Services is over budget due to Bill Co. Services. Finance Manager Denman will check the custodial budget on line G50. Line 27 for State Retirement is \$20,000 over due to rates being higher than anticipated this year. The Year to Date Budget is \$40,979 under budget, and appears to be running for the 2024 fiscal year. There is \$170,000 in the Key account and 1,491,292.72 in the NYLAF account. We will receive the final 10% of the tax levy from the school in March 2025. The CAPITAL fund has roughly \$61,637.14. The PILOT revenue has yet to come in . Finance Manager Jack Denman will reach out to find out when we can expect it.

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

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

Motion: Trustee Jim Langlois. Seconded by: Trustee Heather LaBruna (Approved 6-0-0)

b. Warrant Schedule for December 2024

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

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer (Approved 6-0-0)

#### IX. Director's Report

Interim Director Bowling Dixon gave an overview of her director's report. Interim Director Bowling Dixon and the Board of Trustees also discussed CubeSmart Storage. Interim Director Bowling Dixon gave an overview of the Year in Review Stats and Infographic that she plans to share with the public.

#### X. Adoption of Policy for Notification of Data Breaches

[Action item] RESOLVED to approve the Policy for Notification of Data Breaches as presented.

Motion: Trustee Jim Langlois. Seconded by: Trustee Michael Panzer (Approved 6-0-0)

#### XI. Revisit of 2025 Holiday Calendar



[Action Item] RESOLVED that the Board approve adding Sunday, April 20th to the 2025 Holiday Calendar. The Goshen Public Library and Historical Society will be closed on that date. Motion: Trustee Heather LaBruna. Seconded: Trustee Emily Collado. (Approved 6-0-0)

## XII. Website Proposal Discussion

Interim Director Bowling Dixon presented a proposal from DevignDesign.com for designing a new library website. DevignDesign.com was the only company to respond to the request for proposal by the date of the Board meeting. The Board will review the proposal and consider voting on a web designer at the February meeting.

## XIII. SRI Fire & Security Proposal

The Board discussed the invoice from SRI Fire & Security, and went over the answer to questions posed last meeting. The Library is required to do a sprinkler inspection once every five years for building safety.

[Action Item] RESOLVED that the Board approve expenditure on SRI Fire & Security contract. Motion: Trustee Emily Collado. Seconded: Trustee Jim Langlois. (Approved 6-0-0)

## XIV. 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 Heather LaBruna reported that the bookstore is getting low on copies of the History Journal. There has been discussion of doing an event with some of the authors of the Journal, and doing a small run for additional copies for the event. The committee may also do a larger run for Great American Weekend.

- ii. Bylaws Committee

## XV. Reports from Partner Groups

### a. Friends Liaison—Trustee Jim Langlois

While the Friends did not meet in December, Trustee Jim Langlois reported that the bookstore, a vital source of funding for the group, has ample volunteers. The next speaker for the Friends will be in March 2025.

B. Junior Friends— No update as the group has not met since last meeting.

XVI. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 8:16pm

Motion: Trustee Robert Karchawer. Seconded by: Trustee Michael Panzer. (Approved 6-0-0)

[Action item] RESOLVED that the Board exit executive session at 9:50pm

Motion: Trustee Heather LaBruna. Seconded by: Trustee Robert Karchawer. (Approved 6-0-0)

[Action item] RESOLVED that the Board end the meeting of January 13th, 2025 at 9:50pm

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

Next Regular Meeting: Monday, February 10, 2025.

Submitted by: Emelia Estep, Clerk of the Board

**Goshen Public Library and Historical Society**

**Statement of Activities**

January 1 - 31, 2025 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				<b>MONTH</b>				<b>YEAR TO DATE</b>				<b>FULL YEAR</b>		<b>FULL YEAR</b>		
2				Jan 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	-	-	-	-	-	1,758,617	1,758,617	-	-	1,954,019	-	-			
5	Real Property Taxes-Bond	-	-	-	-	-	-	-	-	-	-	496,194	0%			
6	PILOT Revenue	-	5,083	(5,083)	-	35,583	-	35,583	(35,583)	0%	61,000	-	-			
7	RCLS Grants	-	417	(417)	-	5,350	5,350	2,917	2,433	-	5,000	-	-			
8	Other Grants	10,000	83	9,917	10,000	583	10,000	583	9,417	-	1,000	-	-			
9	Library Charges	770	458	312	4,051	3,208	4,051	3,208	843	-	5,500	-	-			
10	Appropriated Reserve	-	-	-	-	-	-	-	-	-	40,000	-	-			
11	Friends of the GPLHS	250	208	42	3,545	1,458	3,545	1,458	2,087	-	2,500	-	-			
12	Donations	-	-	-	-	-	-	-	-	-	-	-	-			
13	Interest Income	5,001	1,000	4,001	22,755	7,000	22,755	7,000	15,755	-	12,000	-	-			
14	<b>Total Income</b>	16,021	7,250	8,771	1,804,318	1,809,367	1,804,318	1,809,367	(5,049)	100%	2,081,019	496,194	70%			
15	<b>Expense</b>															
16				<b>(Over)/Under Bud</b>			<b>(Over)/Under Bud</b>									
17	Total Salaries & Wages	69,980	87,176	17,196	566,459	654,362	566,459	654,362	87,903	87%	1,133,293	-	50%			
18	Employee Benefits															
19	FICA	4,305	5,405	1,100	34,679	40,883	34,679	40,883	6,204	85%	70,264	-	-			
20	Medicare	1,007	1,264	257	8,031	9,480	8,031	9,480	1,449	85%	16,433	-	-			
21	Worker's Compensation	-	667	667	3,905	4,667	3,905	4,667	762	84%	8,000	-	-			
22	Unemployment Insurance	1,424	833	(591)	2,859	5,833	2,859	5,833	2,974	49%	10,000	-	-			
23	Disability Insurance	(65)	583	648	(510)	4,083	(510)	4,083	4,593	-12%	7,000	-	-			
24	Health Insurance	17,582	16,417	(1,165)	98,090	114,917	98,090	114,917	16,827	85%	197,000	-	-			
25	Retiree Health Insurance	-	-	-	-	-	-	-	-	0%	-	-	-			
26	Vision Care	102	125	23	658	875	658	875	217	75%	1,500	-	-			
27	State Retirement	-	-	-	122,527	102,000	122,527	102,000	(20,527)	120%	102,000	-	-			
28	State Retirement-Arrears	-	-	-	-	-	-	-	-	-	40,000	-	-			
29	Direct Deposit Fees	248	100	(148)	1,860	700	1,860	700	(1,160)	266%	1,200	-	-			
30	<b>Total Employee Benefits</b>	24,603	25,394	791	272,099	283,438	272,099	283,438	11,339	96%	453,397	-	60%			
31	Library Materials/Services															
32	Books - Adult	779	3,500	2,721	23,030	24,500	23,030	24,500	1,470	94%	42,000	-	-			
33	Books - Teen	30	500	470	591	3,500	591	3,500	2,909	17%	6,000	-	-			
34	Books - Juvenile	53	1,333	1,280	3,024	9,333	3,024	9,333	6,309	32%	16,000	-	-			
35	Reference Databases	-	358	358	2,303	2,508	2,303	2,508	205	0%	4,300	-	-			
36	Serials	-	667	667	3,889	4,667	3,889	4,667	778	83%	8,000	-	-			
37	AV	167	333	166	2,865	2,333	2,865	2,333	(532)	123%	4,000	-	-			
38	AV - Audio Books	168	333	165	1,469	2,333	1,469	2,333	864	0%	4,000	-	-			
39	AV - Audio Music	58	83	25	58	583	58	583	525	0%	1,000	-	-			
40	Museum Passes	-	150	150	1,190	1,050	1,190	1,050	(140)	113%	1,800	-	-			
41	E Content	-	1,583	1,583	11,993	11,083	11,993	11,083	(910)	108%	19,000	-	-			
42	<b>Total Library Materials/Services</b>	1,255	8,842	7,587	50,412	61,892	50,412	61,892	11,480	81%	106,100	-	48%			
43	Building	<b>(Over)/Under Bud</b>			<b>(Over)/Under Bud</b>											
44	Equipment	-	200	200	-	1,400	-	1,400	1,400	0%	2,400	-	-			
45	Building Repairs/Improvement	-	833	833	2,475	5,833	2,475	5,833	3,358	42%	10,000	-	-			
46	Utilities	5,909	4,167	(1,742)	31,524	29,167	31,524	29,167	(2,357)	108%	50,000	-	-			
47	Insurance	17,419	3,433	(13,986)	39,219	41,200	39,219	41,200	1,981	0%	41,200	-	-			
48	New Building- Generator	-	-	-	-	-	-	-	-	0%	-	-	-			





Goshen Public Library & Historical Society  
Statement of Cash Position  
Capital Fund at 01/31/25

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  
FY2023 - FY2026 Budgets**

				23 vs 24		24 vs 25		25 vs 26	
		Budget	Budget	% change	Budget	% change	Budget	% change	\$ change
		FY2023	FY2024	5.5% Levy Inc	FY2025	3% Levy Inc	FY2026	4% Levy Inc	
<b>Income</b>									
	Real Property Taxes	1,798,205	1,897,106	5.50%	1,954,019	3.00%	2,032,180	4.00%	78,161
	Real Property Taxes-Bond	494,844	493,094	-0.35%	496,194	0.63%	493,394	-0.56%	(2,800)
	PILOT Revenue	34,328	60,000	74.78%	61,000	1.67%	60,000	-1.64%	(1,000)
	Other Grants	-	8,000		1,000	-87.50%	1,000	0.00%	-
	RCLS Grants	-	-		5,000		5,000	0.00%	-
	Library Charges	-	3,000		5,500	83.33%	5,500	0.00%	-
	Interest Income	100	-		12,000		35,000	191.67%	23,000
	Friends of the GPLHS	-	500		2,500	400.00%	2,500	0.00%	-
	Miscellaneous Income	-	5,982		-		-		-
	Gifts								-
	Sale of Building-203 Main St.								-
	Appropriated Reserve-Ret Accrual	-	56,720		40,000		50,000	25.00%	10,000
	Appropriated Reserve-Gen Purpose	-	-		-		20,700		20,700
<b>Total Income</b>		2,327,477	2,524,402	8.46%	2,577,213	2.09%	2,705,274	4.97%	128,061
<b>Expenses</b>									
	Salaries & Wages	1,013,640	1,067,653	5.33%	1,133,293	6.15%	1,175,791	3.75%	42,498
	Employee Benefits								
	FICA	62,288	68,674	10.25%	70,264	2.32%	72,899	3.75%	2,635
	Medicare	14,560	16,061	10.31%	16,433	2.32%	17,049	3.75%	616
	Worker's Compensation	13,362	8,000	-40.13%	8,000	0.00%	8,000	0.00%	-
	Unemployment Insurance	10,089	10,000	-0.88%	10,000	0.00%	10,000	0.00%	-
	Disability Insurance	9,444	7,000	-25.88%	7,000	0.00%	7,000	0.00%	-
	Health Insurance	145,000	170,000	17.24%	197,000	15.88%	217,000	10.15%	20,000
	Vision Care	-	1,000		1,500	50.00%	1,500	0.00%	-
	State Retirement	108,250	100,000	-7.62%	102,000	2.00%	123,000	20.59%	21,000
	State Retirement-accrual	-	40,000		40,000		50,000		10,000
	Direct Deposit Fees	-	1,000		1,200	20.00%	2,000	66.67%	800
	<b>Total Employee Benefits</b>	362,993	421,735	16.18%	453,397	7.51%	508,448	12.14%	55,051
	Library Materials/Services								
	AV - Audio Books	12,000	4,000	-66.67%	4,000	0.00%	4,000	0.00%	-
	AV-Film, physical	12,000	4,000	-66.67%	4,000	0.00%	4,000	0.00%	-
	AV-Audio Music/Videogames	1,000	1,000	0.00%	1,000	0.00%	2,100	110.00%	1,100
	Books - Adult/Reference	44,000	45,000	2.27%	42,000	-6.67%	42,000	0.00%	-
	Books - Juvenile	15,000	16,000	6.67%	16,000	0.00%	16,000	0.00%	-
	Books - Teen	6,000	8,000	33.33%	6,000	-25.00%	6,000	0.00%	-
	E Content	-	11,000	#DIV/0!	19,000	72.73%	23,000	21.05%	4,000
	Museum Passes	-	1,000	#DIV/0!	1,800	80.00%	2,000	11.11%	200
	Reference Databases	5,500	4,000	-27.27%	4,300	7.50%	4,500	4.65%	200
	Serials	4,500	8,000	77.78%	8,000	0.00%	8,000	0.00%	-
	<b>Total Library Materials/Services</b>	100,000	102,000	2.00%	106,100	4.02%	111,600	5.18%	5,500
	Building								
	Building Repairs	16,000	30,000	87.50%	10,000	-66.67%	10,000	0.00%	-
	Building Services	27,000	40,000	48.15%	46,000	15.00%	50,000	8.70%	4,000
	Custodial Services	4,000	6,000	50.00%	6,000	0.00%	10,000	66.67%	4,000
	Equipment	12,000	3,600	-70.00%	2,400	-33.33%	2,400	0.00%	-
	Generator	-	56,720		-		-		-
	Insurance	46,000	40,000	-13.04%	41,200	3.00%	42,000	1.94%	800
	Utilities	32,000	36,000	12.50%	50,000	38.89%	53,000	6.00%	3,000
	<b>Total Building</b>	137,000	212,320	54.98%	155,600	-26.71%	167,400	7.58%	11,800
	Technology								
	Computer Hardware	7,500	3,500	-53.33%	3,500	0.00%	4,000	14.29%	500
	Computer Software	2,500	2,500	0.00%	5,000	100.00%	5,500	10.00%	500
	ILS	50,000	18,000	-64.00%	21,960	22.00%	23,000	4.74%	1,040
	Web Designer						9,000		5,000
	IT Services	3,200	42,000	1212.50%	46,200	10.00%	48,000	3.90%	1,800
	<b>Total Technology</b>	63,200	66,000	4.43%	76,660	16.15%	89,500	16.75%	12,840
	Programs/Public Relations								
	Local History	5,200	5,000	-3.85%	5,000	0.00%	6,000	20.00%	1,000
	Newsletter, Program Flyers	11,000	5,000	-54.55%	4,000	-20.00%	4,000	0.00%	-
	Programs - Adult	15,000	18,000	20.00%	18,000	0.00%	19,000	5.56%	1,000
	Programs - Juvenile	16,000	20,000	25.00%	18,000	-10.00%	20,000	11.11%	2,000
	Programs - Teen	3,500	7,000	100.00%	5,000	-28.57%	6,000	20.00%	1,000
	Programs-Community Dev	11,000	18,000	63.64%	14,000	-22.22%	14,000	0.00%	-
	Strategic Plan	-	5,000	0.00%	-	0.00%	-	0.00%	-
	<b>Total Programs/Public Relations</b>	61,700	78,000	26.42%	64,000	-17.95%	69,000	7.81%	5,000
	Administrative Expenses								
	Continuing Education	6,200	7,000	12.90%	5,000	-28.57%	5,000	0.00%	-
	COVID Supplies	5,000	-		-		-		-

added 2k more, line includes all vendors

added 3k more

added 9k more for Web Designer, per Charles

**Goshen Public Library and Historical Society  
FY2023 - FY2026 Budgets**

				23 vs 24		24 vs 25		25 vs 26	
		Budget	Budget	% change	Budget	% change	Budget	% change	\$ change
		FY2023	FY2024	5.5% Levy Inc	FY2025	3% Levy Inc	FY2026	4% Levy Inc	
	Office Equipment Maint	2,200	2,000	-9.09%	1,000	-50.00%	1,000	0.00%	-
	Election	5,800	3,500	-39.66%	3,000	-14.29%	3,000	0.00%	-
	Library Supplies	13,000	16,300	25.38%	11,169	-31.48%	11,340	1.53%	171
	Membership Dues	2,100	2,500	19.05%	2,500	0.00%	2,500	0.00%	-
	Miscellaneous Expenses	5,500	5,500	0.00%	2,000	-63.64%	2,000	0.00%	-
	Postage	3,000	2,500	-16.67%	2,500	0.00%	2,500	0.00%	-
	Printing	6,000	6,000	0.00%	6,000	0.00%	6,000	0.00%	-
	Professional Svc-Accounting	-	9,000		9,000	0.00%	9,000	0.00%	-
	Professional Svc-Legal	-	12,000		12,000	0.00%	12,000	0.00%	-
	Professional Svc-CSEA Matters	-	-		20,000		20,000	0.00%	-
	Professional Svc-Other	35,000	3,000	-91.43%	2,500	-16.67%	2,500	0.00%	-
	Telephone	10,300	10,000	-2.91%	10,000	0.00%	10,000	0.00%	-
	Toshiba Lease	-	3,000	0.00%	3,300	10.00%	3,300	0.00%	-
	<b>Total Administrative Expenses</b>	<b>94,100</b>	<b>82,300</b>	<b>-12.54%</b>	<b>89,969</b>	<b>9.32%</b>	<b>90,140</b>	<b>0.19%</b>	<b>171</b>
									-
	Transfer to Capital Fund								-
									-
	Interest on Indebtedness	-	1,300		2,000	53.85%	-	-100.00%	(2,000)
	<b>Total Interest on Indebtedness</b>	<b>-</b>	<b>1,300</b>		<b>2,000</b>	<b>53.85%</b>	<b>-</b>	<b>-100.00%</b>	<b>(2,000)</b>
	Bond Principal Payment	225,000	230,000	2.22%	240,000	4.35%	245,000	2.08%	5,000
	Bond Interest Payment	269,844	263,094	-2.50%	256,194	-2.62%	248,394	-3.04%	(7,800)
<b>Total Expense</b>		<b>2,327,477</b>	<b>2,524,402</b>	<b>8.46%</b>	<b>2,577,213</b>	<b>2.09%</b>	<b>2,705,274</b>	<b>4.97%</b>	<b>128,061</b>
<b>Total Income</b>		<b>2,327,477</b>	<b>2,524,402</b>	<b>8.46%</b>	<b>2,577,213</b>	<b>2.09%</b>	<b>2,705,274</b>	<b>4.97%</b>	<b>128,061</b>
<b>Net Ordinary Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>



## **Important Vote Dates 2025** **(Based on April 9, 2025 Election Date)**

### **January**

January 13, 2025 – Board Meeting. Must decide on the vote date

January 27, 2025 – Order election supplies

### **February**

February 4, 2025 – Mail out BOE Registration Request

February 10, 2025 – Board Meeting decide on budget increase

February 11, 2025 – Send out legal notices to newspapers and notify officials of date of the vote

February 19, 2025 – First Legal Notice (Indy) Candidates can begin to pick up packets

February 21, 2025 – First Legal Notice (Chronical)

February 24, 2025 – Begin to assemble absentee ballots

February 28, 2025 Add funds for postage

### **March**

March 5, 2025 – Second Legal Notice (Indy) and Deadline for petitions

March 6, 2025 – Drawing for ballot position, Post on website and send out absentee ballots.

March 7, 2025 – Second Legal Notice (Chronical)

March 10, 2025 – Confirm Date & Time with Election Officials

March 19, 2025 – Third Legal Notice (Indy)

March 21, 2025 – Third Legal Notice (Chronical)

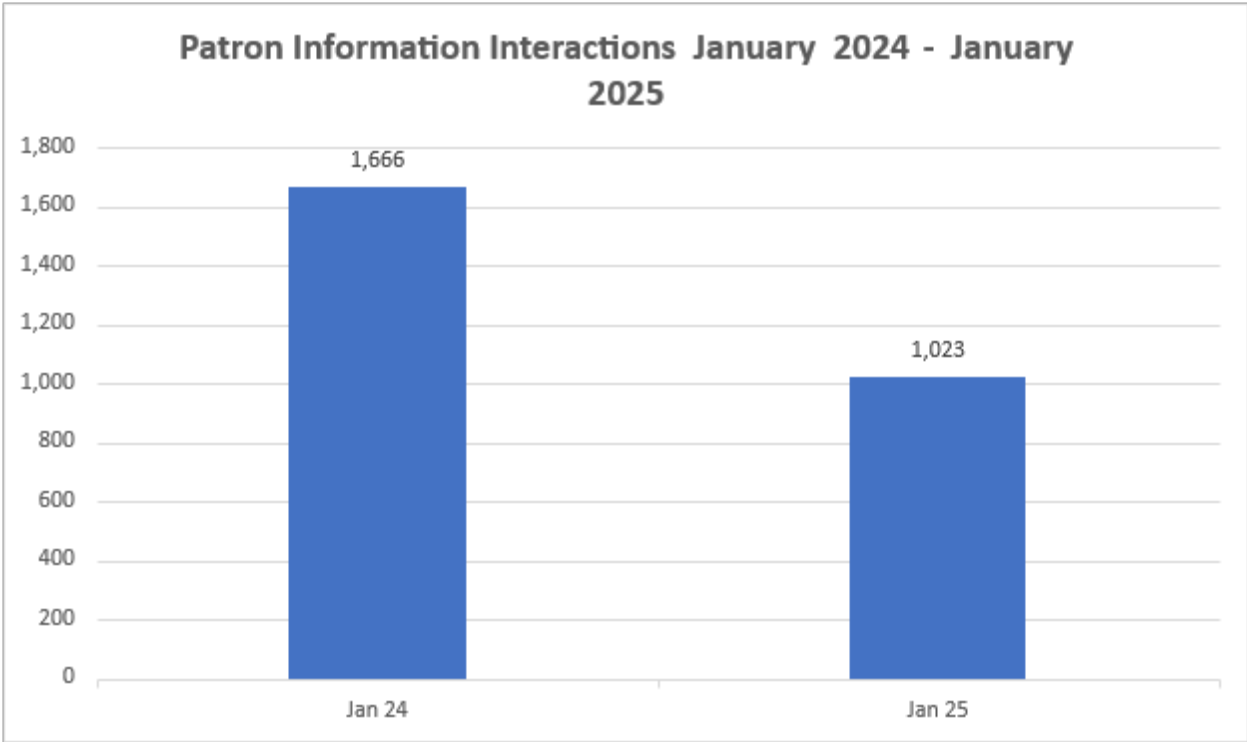
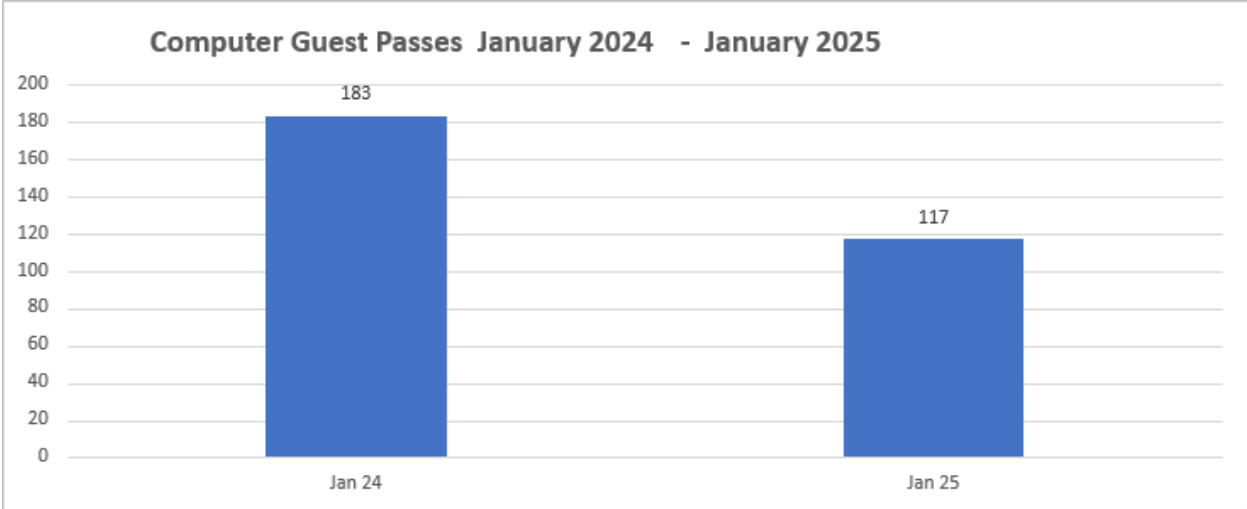
March 22, 2025 – Finalize Newsletter for printing

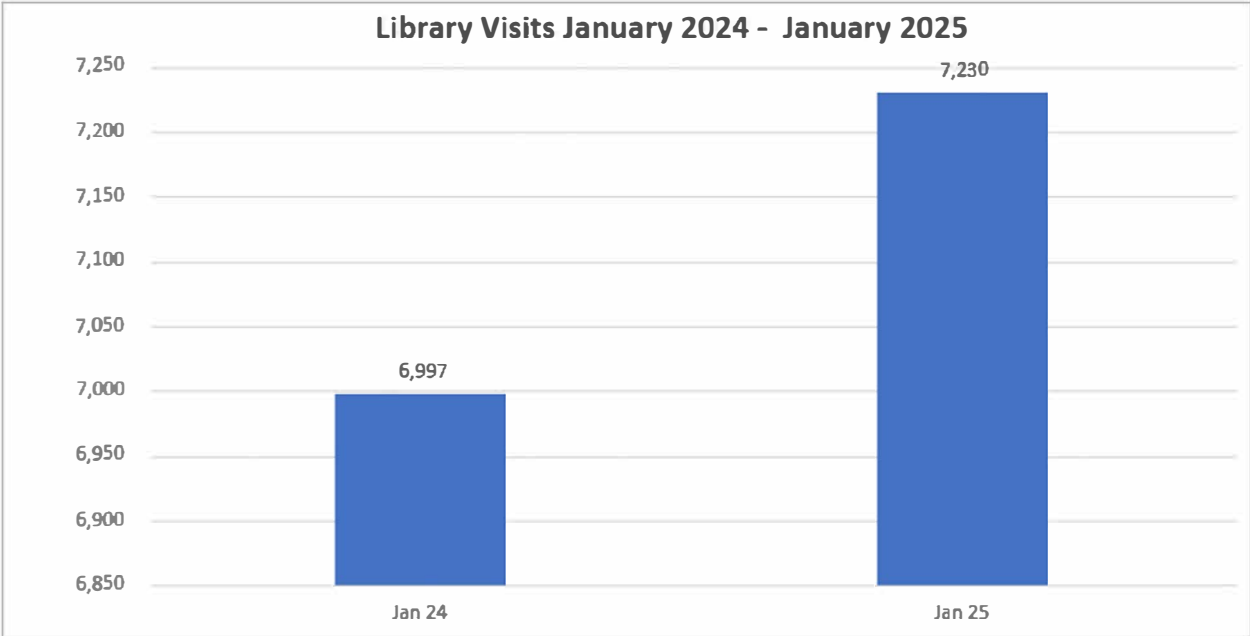
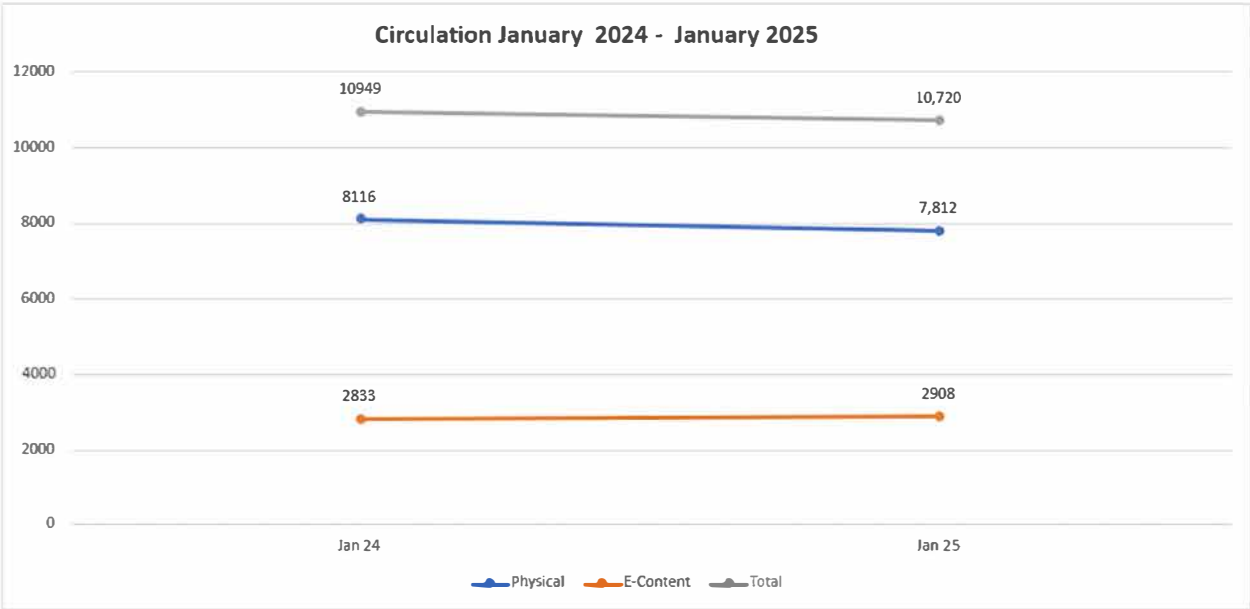
### **April**

April 2, 2025 – Fourth and final legal notice (Indy)

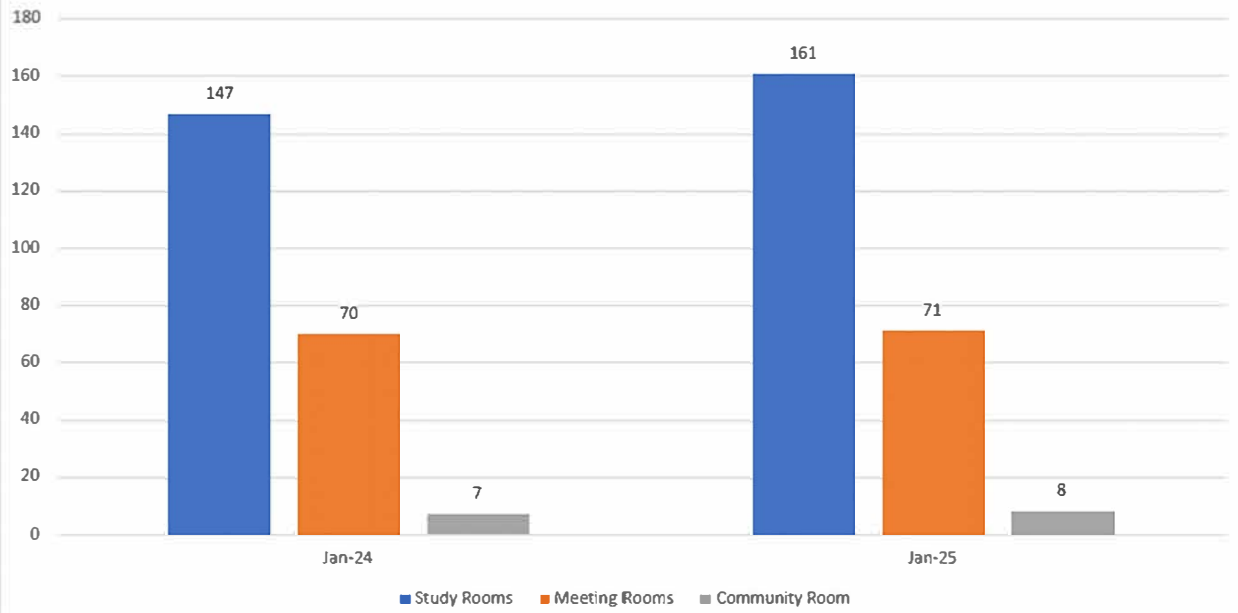
April 4, 2025 – Fourth and final legal notice (Chronicle)

April 9, 2025 – Vote





### Meeting Rooms, Study Rooms, & Pomares Community Room January 2024 - January 2025



Tech Lab policies, modeled after the Finkelstein Memorial Library's Makerspace policies

### Use of space

1. Age limits: open to RCLS cardholders aged 16+
2. Children ages 12-15 years are allowed to use the tech lab when supervised by parent or legal guardian
3. Patrons using the tech lab must fill out a waiver before using. These will be kept on file
4. Users of the tech lab must adhere to the policies of the Goshen Public Library and Historical Society, waiver forms, and all local, state, and federal laws. The library reserves the right to terminate the tech lab privileges of any person in violation of these policies.
5. Issues, accidents, or injuries must be reported immediately to staff.
6. Availability: the tech lab is available during Open Use Time hours and by appointment. Hours are subject to change. Library-sponsored activities, classes, and programs have priority use of the tech lab.
7. No food or drinks allowed
8. Users must clean up after completing their projects
9. Users are not allowed to rearrange furniture.
10. The Tech Lab is free to use. Some equipment requires a cost for materials. Patrons are encouraged to bring their own materials to create project but they must be approved for use in the tech lab.

### Use of equipment and materials

1. Patrons may use all equipment with the exception of 3D printers and laser cutters if
  - a. They have prior experience
  - b. Qualified staff is available to assist. During open use time, library staff will have varying levels of expertise with equipment and software. Please note that help may be limited and some staff members are unable to assist with specific equipment or software.
  - c. You have attended training with a staff member
2. Reservations for equipment are recommended. Walk-ins during open use time are welcome but equipment availability is not guaranteed. Reservation limit of 1 hour per day and 1 reservation per day. Reservation requests can be made up to 7 days in advance. All reservation requests are on a first-come, first-served basis.
3. The library sells a limited supply of materials. View our price list for material costs. Only cash is accepted. Material availability is not guaranteed; prices are subject to change. The library does not offer refunds for materials used or for any remnants.
4. Users are encouraged to bring in their own materials for use with equipment contingent upon approval from staff. The library reserves the right to deny non-compatible materials and tools.
5. The library reserves the right to halt, delete, or disallow projects or materials that violate our policies.
6. The library is not responsible for damaged, non-functioning, or failed projects.

7. The library cannot guarantee project quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times.
8. The library is not responsible for any damages or destruction of a user's personal equipment used with any Tech Lab equipment or tools. The library and its staff are not liable for any loss, damage, or expenses sustained by users due to the utilization of services, equipment, software, advice, or information.
9. The library is not responsible for any damages, loss, or security of data arising from use of its computers or network or during the creation or digitization process. Users are responsible for the storage of their digital files and providing their own storage devices as needed.
10. Users of the tech Tech Lab accept financial responsibility for damage caused to the equipment or space beyond normal wear.

#### No Call/No Show Policy

Patrons that make an appointment and do not show up for their appointment or tech lab programming without calling or cancelling will be banned from making future appointments or signing up for future programs in the tech lab for at least three months. Cancellations are required at least an hour in advance of the scheduled appointment time.

#### Restrictions

Tech Lab equipment may not be used to create projects that are:

- Prohibited by local, state, or federal law
- Used as weapons
- Unsafe, harmful, dangerous, or pose a threat to people or equipment
- Obscene or otherwise inappropriate for the library
- In violation of intellectual property rights
- Intended for re-sale or profit

To ensure fair and equal access to equipment, the Tech Lab is not to be used for mass production purposes. Project or equipment limits may be applied when necessary.

Overnight storage of user materials, projects, equipment or other personal property in the Tech lab is prohibited.

## Tech Lab Staffing Recommendation

For determining hours, the IT Department Head will have to prioritize blocks of time working in the Tech Lab, in addition to regular reference desk shifts, on-call IT support, and other IT responsibilities. It is recommended that we plan to staff the Tech Lab with at least one part-time librarian or library assistant. We may have opportunities for young adult volunteer assistants (Junior Friends), however, an adult staff member would still need to be in the room at all times.

## Materials

It is recommended that we budget \$500-\$700 per month for supplies, subscription services, and warranties in the first year. After tracking spending for a year, we will be able to determine if this sufficient or if there are opportunities to seek additional support revenue via grants, Friends of the Library Support, increase in budget, fundraising campaign, etc.

## Storage Unit Update

Attached are pictures from our storage unit which we currently pay \$434/month.

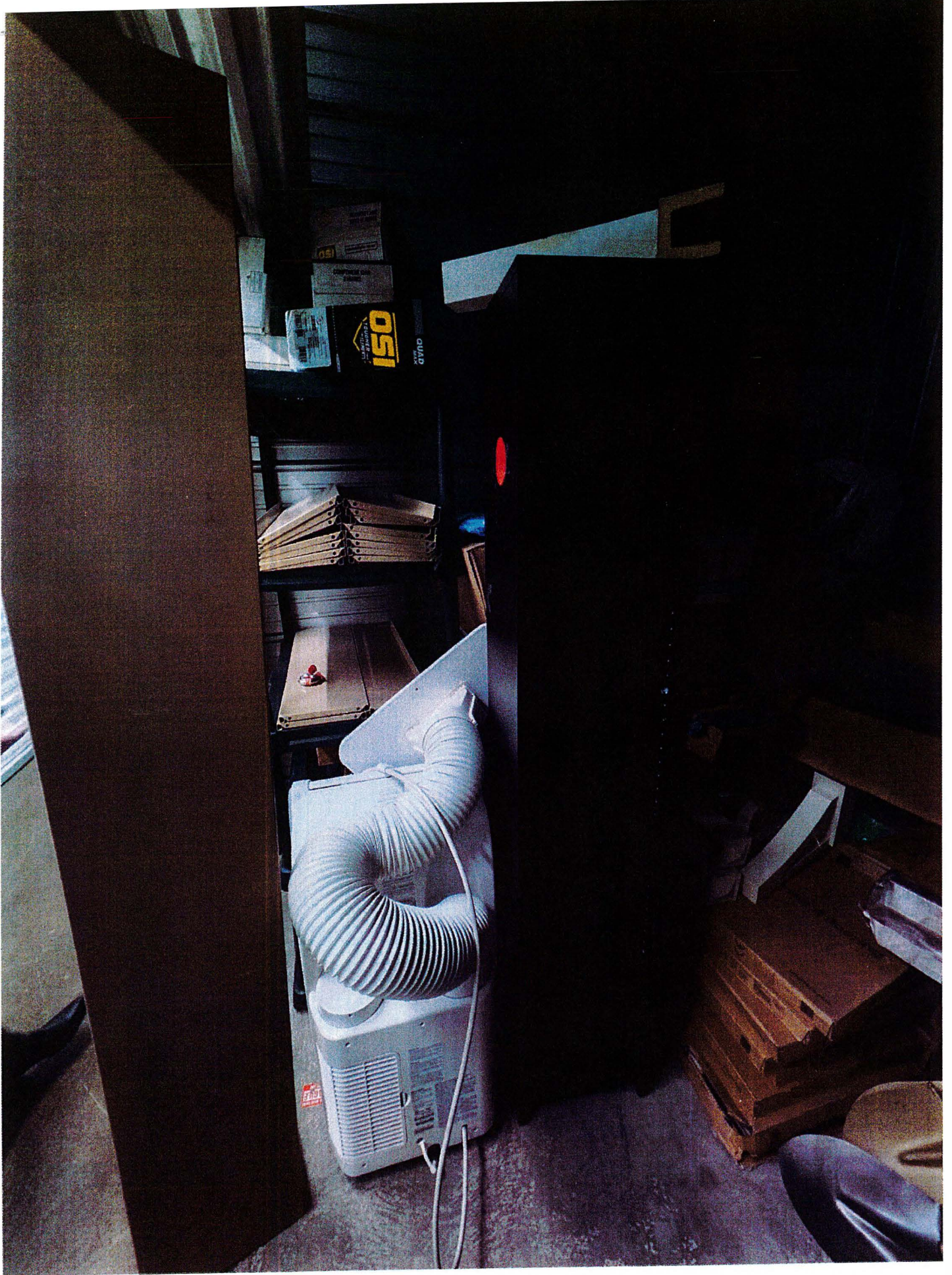
### Inventory:

- Large metal shelving units (4)
- Metal shelf inserts
- Old AC unit (doesn't work)
- Black thin bookcase
- Movie screen from old building
- Approximately 8-10 gold shovels (used for ribbon cutting ceremony)
- Old podiums (2) (Both are in pretty bad shape)
- Silicone & adhesive leftover from construction (high probability that they are no good)
- Chemicals (2 boxes) (Left over from old building)
- Totes with 1-gallon paints (at least 2 totes which in all likelihood are not usable anymore)
- 5-gallon paints (at least 8 which in all likelihood are not usable anymore)
- Metal file cabinet
- Glass overlays (4) (We have no idea what these were for)
- Rectangle wood tabletop
- Framing for ceiling tiles
- Ceiling tile
- Flooring & carpet tiles (a lot of these)
- Carpet tiles
- 5 Rubbermaid shelves (We can use these to store the flooring & carpet tiles)

As you can see, the majority of the items we will never use. Out of everything in there, Gustavo and I feel that the only items worth keeping are the Rubbermaid shelves, ceiling tiles and frames and the flooring & carpet tiles that can be stored at the library.

Submitted by  
Erica Gati

























SELECT NGES

MOVE  
ULT

6003736

lient floor



Agenda  
Draft Minutes  
Jacko reports  
Directors Report  
Stats  
AS  
YA  
YS

QUAD  
MAX  
OSI  
DUGHER  
CLIMATE

OSI

















PASTERS

BMA

280

COC KE...





**SELECT GREEN HINGES**

**SELECT**

The **GREEN Hinge**

MADE OF RECYCLED ALUMINUM

25 000 004





Memorandum

To: Board of Trustees  
From: Ruth Mallard, Adult Services  
Date: February 4, 2025  
Re: Adult Services Department January 2025 report

REFERENCE SERVICES

The Adult Services staff answered nearly 600 queries this January. January is always the harbinger of tax season, so the department fields many questions about tax forms. Unfortunately, tax forms are slow to ship out, so those are not available, yet. We helped patrons find resources to learn to play instruments, travel guides, historic prices, and more. *James* by Percival Everett has exploded in popularity after being named to many best of 2024 lists. That also means there has been a resurgence of interest in Twain’s classic *Adventures of Huckleberry Finn*.

Collection maintenance is a continuous process of both acquiring and discarding materials to keep a healthy collection that welcomes readers. One notable addition to the collection this past month was a donation by local author Lily Barrish Levner of her new mystery *Banquets & Bootleg Bounty*, a 1940s crime caper set at a Catskills hotel.

Select Adult Collections Circulation	2025	2024
New Fiction	567	81
New Nonfiction	206	172
Fiction	1096	945
Nonfiction	641	695
Large Print	409	352
Audiobook	94	123
DVDs	555	598
Videogames	117	132
Puzzles & Board Games	33	30
Museum Passes	4	3

PROGRAMS

January was a celebration of the public domain, with a weekly showing of movies and shorts that have entered the public domain and can be used freely. Our regular slate of programs from book clubs to writing groups to game nights continued with as much popularity as ever. The big hit was the first of our three sessions to learn Mahjong. All sessions have full registrations and many patrons asking for more. Another set of Mahjongg sessions are sure to be coming in the future.

A new year means new reading challenges. Our Adult Winter Reading Challenge runs through the end of February. Reading earns tickets to be entered into several book bundle prize packs. This year we are also doing a year long adult reading challenge, Your Next Chapter. Each month has a new set of reading prompts, but only one needs to be completed to earn the 'badge' for that month.

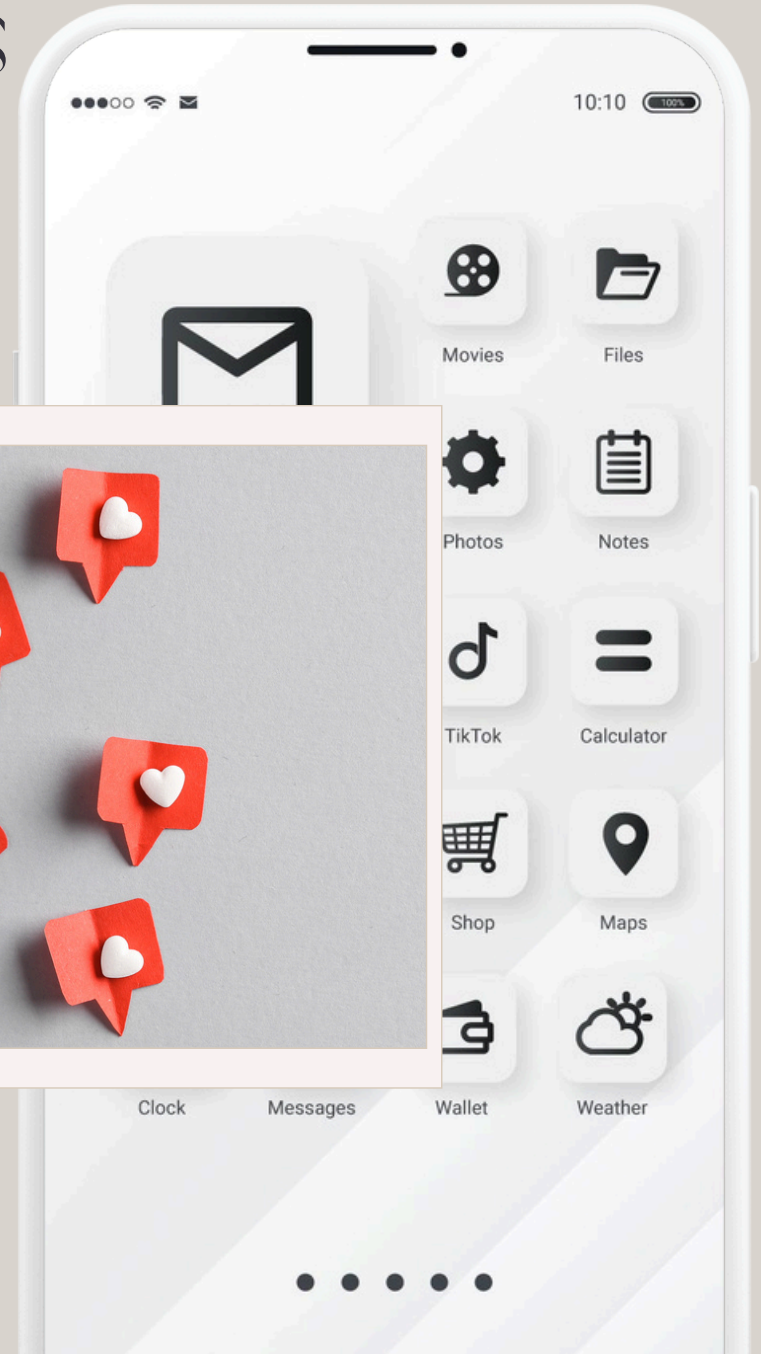
LOOKING AHEAD:

Once again, we are a site for the AARP Tax Foundation and HV CASH Coalition free tax prep service. They will be assisting up to 15 appointments a week prepare and file their taxes. All appointments are made through the United Way Helpline at 211. Blue Hearts Jazz Quartet will be back on February 16 for an afternoon concert. Local actor G. Oliver King will be presenting Martin Luther King jr's. iconic speeches on February 22, he performed as Frederick Douglass last summer.



# MARKETING & COMMUNICATIONS

Monthly Report Presentation  
Board Meeting Date February 10, 2025



JANUARY 2025



[www.Goshenpubliclibrary.org](http://www.Goshenpubliclibrary.org)



[KITTYRUBERTE-SMITH@RCLS.ORG](mailto:KITTYRUBERTE-SMITH@RCLS.ORG)



---

# TABLE OF CONTENT

---

- 01 SOCIAL MEDIA INSIGHT  
FACEBOOK
- 02 SOCIAL MEDIA INSIGHT  
INSTAGRAM
- 03 MONTHLY PROGRAM  
DISTRIBUTION
- 04 PROGRAM CATEGORY  
DISTRIBUTION
- 05 SOCIAL MEDIA INSIGHT

06 THANK YOU

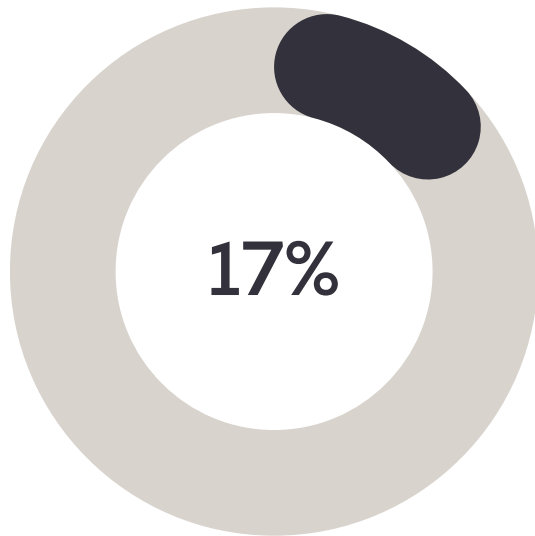


---

# SOCIAL MEDIA INSIGHT

## FACEBOOK

---



content interaction up 17%

### December 2024

**2.9K FOLLOWERS**

27.7 kviews

**8.4K REACH**

31 posts

**568 CONTENT INTERACTION**

2h 49min. watch time

### January 2025

**3K FOLLOWERS**

36.5k views

**5.2K REACH**

51 posts

**664 CONTENT INTERACTION**

3h 31m Watch time

Page reach on Facebook refers to the number of unique users who saw content from our Facebook page within a specific period, essentially indicating how many people were exposed to our posts. There are a few reasons that can contribute to a drop in reach. One possibility is changes in Facebook's algorithm, which determines how content appears in users' feeds. Facebook periodically adjusts its algorithm, which can affect how and when our posts are shown to you. Another factor could be the type of content we've been posting recently, as certain types of posts (such as images or event invites) tend to perform better than others. To increase our reach, I plan to improve engagement by:

1. Focusing on creating more interactive content to encourage more likes, shares, and comments.
2. Diversifying posts by including more video to catch attention.
3. Promoting Events & Services: showcasing library programs and services more frequently to reach potential new visitors and remind current patrons of all we offer.

---

# SOCIAL MEDIA INSIGHT

## INSTGRAM

---



content interaction up 60%

### December 2024

**1.3K FOLLOWERS**

4.6k views

**645 PAGE REACH**

22 posts

**244 CONTENT INTERACTION**

109 visits

### January 2025

**1.3K FOLLOWERS**

7.1k views

**1.1K PAGE REACH**

32 posts

**391 CONTENT INTERACTION**

165 visits

---

# MONTHLY PROGRAM DISTRIBUTION

Total Events 68

Confirmed  
Registration 86

Wait List  
Registration 12

Cancelled  
Registrations 14

Actual Attendance  
49

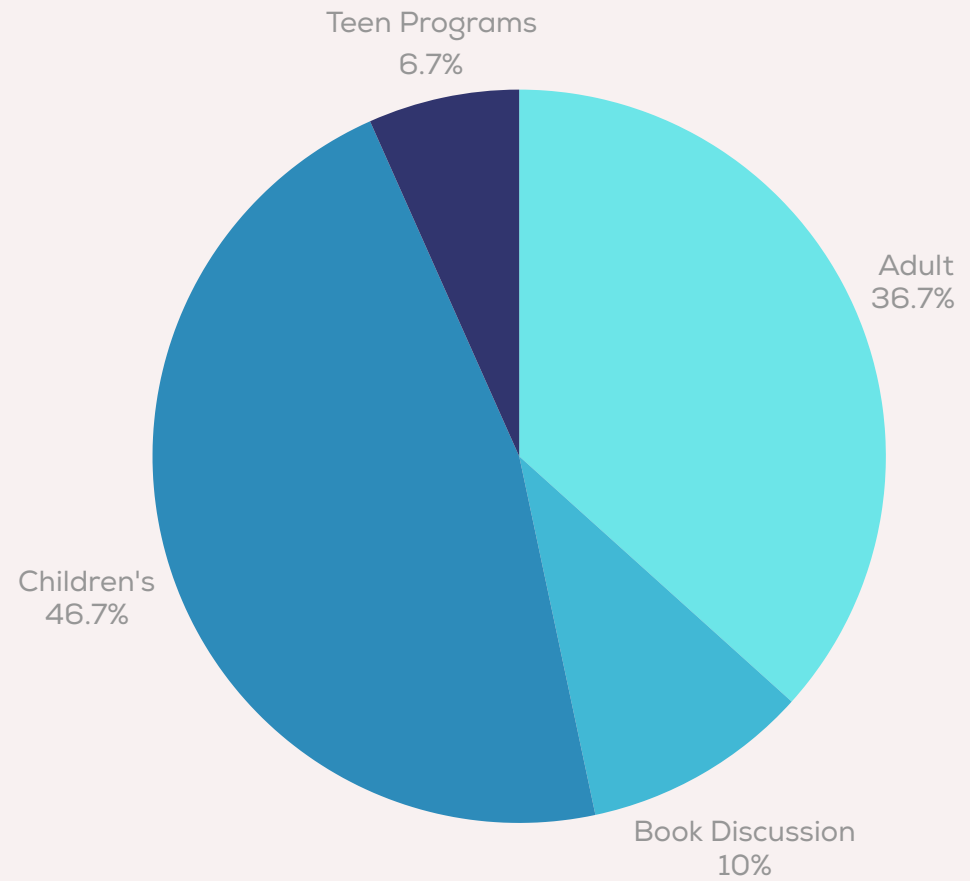
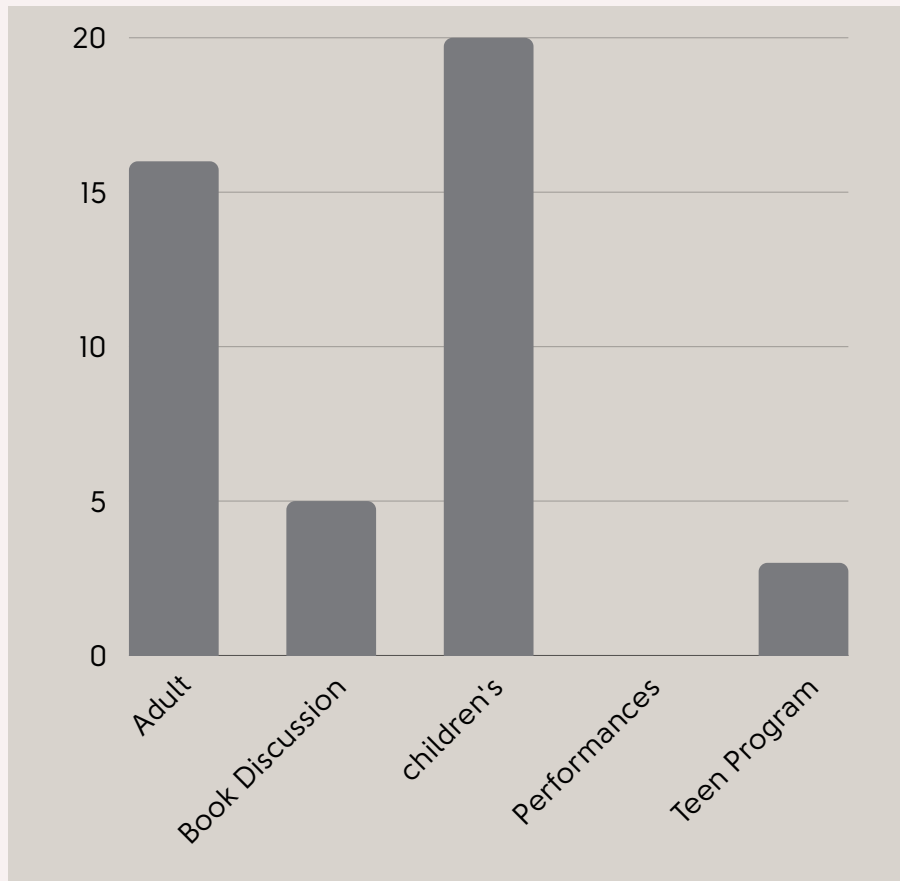
Anticipated  
Attendance 12

Confirmed  
Attendance 6

---

# PROGRAM CATEGORY DISTRIBUTION

---





THANK YOU

---

THANK YOU

---

DECEMBER 2024



[www.Goshenpubliclibrary.org](http://www.Goshenpubliclibrary.org)

✉ [KRUBERTE-SMITH@rcls.org](mailto:KRUBERTE-SMITH@rcls.org)

Memorandum

To: Board of Trustees

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

Date: February 3, 2025

Re: Young Adult Department January 2025 report

Our regular winter programming began in January. We are offering a full slate of Children's and Young Adult programming; including gaming programs, storytimes for all ages, our READ to a Dog sessions, puzzle programs, Pokemon programs, taste tests and much more. We are excited to kick off a new session of programming for all of our patrons.

Young Adult programming began this month with a continuation of our monthly board game group. Kids in grades 6 and up are invited to drop in monthly for an opportunity to play a variety of games. We rotate the game options each month and the current popular choice is Cards Against Humanity Family Edition. This game always brings lots of fun and laughter with it. In honor of National Popcorn Day (January 19) we held our first monthly taste test challenge! During this program participants tasted and rated a variety of popcorn flavors. They were tasked with identifying each flavor and rating it. The most liked flavor was Dill Pickle, followed by Pizza and Taco. Participants were also tested to see if they could tell the difference between air popped popcorn and regular popcorn, which was a surprisingly difficult task. We also included some popcorn trivia and tasted store brands vs name brands. Next month our taste testers will tackle candy! Our final YA program this month was snowed out so we will look to reschedule that one in the near future.

One of the family programs that we offered this month was a puzzle race program. This unique program offered families the chance to compete head to head to see which family could complete a 200 piece puzzle the fastest. Our winning family completed their puzzle in 17 minutes! Lots of fun was had by everyone who participated in this fast paced race to the finish! Family programs are a great way to incorporate people of all ages into library programs and we love seeing our library families have fun together!

In library world news, the Youth Media Awards were announced this month by the American Library Association. Each year the ALA honors the best of the best in literature for children and teens. Through RCLS, library staff members can participate in mock award programs to try and predict which books will win the highest awards. We choose our own winners for the Caldecott Medal which honors picture book illustrations, the Newbery medal which honors the best book for children up to age 14 and the Printz Award which honors the best Young Adult book. As the chair of the Mock Printz Committee I am happy to say that we predicted the winner correctly this year and also predicted two of the honor books. Participating in committees like these gives us a chance to ensure that we are familiar with the best books of the year and allows us to discuss them with our peers and evaluate them for our collections. This is vital for collection development and for professional development and we are fortunate that RCLS gives us this opportunity each year.

## January 2025 Stats

### **Memorandum**

To: Board of Trustees

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

Re: Youth Services Monthly Report

The last week of January was the start of our Winter theme “Game On at Goshen”. Kathy and Lynn set up some really fun passive reading challenges for the season. Lynn has a weekly Boggle word game and a Connect 4 Reading Challenge and Kathy has Bookology Reading Challenge. All involve kids taking home their own gameboards, and returning periodically to collect a prize. Karen’s Fetching Reads program continues to do extremely well, having almost 40 kids involved during the January sessions. I sadly was unable to attend Puzzle Palooza but Karen lead it for me. We had two teams participate and the winner was able to finish their puzzle in 17 mins! Rosa continues to have highly favored storytimes (Bilingual and Sensory). With Sensory specifically, she is planning on incorporating shaving cream into play time, which I think the kiddos will really enjoy. Clarisa's Pokemon program started off fabulously with 8 kids participating and learning and playing the game Labyrinth. I believe it's going to continue to be a very popular program. I'm looking forward to the library being busier and providing kids with warmth and exciting programs and activities.

233 non-program questions, 194 program-related questions, and 15 directional questions were answered.



## **Program Attendance:**

### **Storytimes:**

January 4<sup>th</sup> – Sensory Storytime – 6  
January 27<sup>th</sup> – Wee Read – 20  
January 27<sup>th</sup> – Snuggle Up - 4  
January 28<sup>th</sup> – Tunes and Tales – 25  
January 29<sup>th</sup> – Toddletime - 29  
January 30<sup>th</sup> - Bilingual Storytime - 4  
January 31<sup>st</sup> – Fun Friday Storytime - 23

### **Asynchronous:**

January Scavenger Hunt – 80

### **Specials:**

January 9<sup>th</sup> – Fetching Reads – 20  
January 23<sup>rd</sup> – Fetching Reads – 19  
January 27<sup>th</sup> –It’s All Fun and Games - 3  
January 28<sup>th</sup> – Let the Pokegames Begin – 8  
January 29<sup>th</sup> – Puzzle Palooza - 5  
January 31<sup>st</sup> – Boardom Busters - 3

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

February is FULL of fun programming and activities and what a perfect time considering its the month for love. Lynn has a few fun STEM related crafts such as making Scrabble Valentines and kids can create their very own ISPY game. Virginia has planned a lovely Dice related Valentines program where kids can learn about probability and win candy and toys. I am having a Black History Bingo program to celebrate Black History Month and a Pokemon keychain craft. I am collaborating with Amy Gargiulo at Scotchtown Elementary about having a school tour in March. We hope to have that fully realized in the next couple of weeks.

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

## Overview of Web Developers from Charles DeYoe

We queried five different web developers about potentially making a new website for the library, of which three responded. My recommendation would be to go with Devine Design who I believe offers the best-looking sites at a competitive rate. To illustrate my reasoning, I've made an ordered list from most to least recommended developers based on the three responses I got.

### Devine Design (first choice)

Pros:	Cons:
Overall best-looking websites (subjective)	More expensive option than Fredi B Design
Based in Orange County	
Available for additional help as both quarterly subscriptions or per hour as needed	
Of the web developers we queried, they responded the fastest	
Has experience working on library websites (including multiple in RCLS)	

Based on my interactions with web developers, Devine Design seems to be the most professional option and has considerable experience for both libraries in the region and other local websites, including The Village of Goshen.

They offer different support packages. In my opinion, the best value to start with is the middle package of 2 hours of support/month for \$540/quarter. This would guarantee that we would get full support for normal maintenance and training. After that first quarter, it might make more sense to go to the "a la carte" option of \$164/hour of support and an annual fee of \$134 for security updates. This way, we could still reach out to the designer if we need to make a serious change or need help, but I expect this to be an infrequent occurrence. Even if we went with the most expensive support option, this would be less expensive than JoNa Web.

Devine Design also offers web hosting, but in my opinion there's no reason to change from our current host.

### JoNa Web (second choice)

Pros:	Cons:
Very clean, professional web design	Most expensive option
Has worked on another RCLS library site (Albert Wisner Public Library in Warwick)	Not based locally (or in the Northeast)
Readily available via Zoom	Requires changing web host
Available for additional support	

JoNa Web (continued)

JoNa Web offers high-quality, professional designs but is by far the most expensive option. While the websites in their portfolio are very well-designed, I do not believe they are as visually appealing as the pages from Devine Design. That, along with the higher cost and fact that they aren't locally based, make me hesitant to recommend them.

### Fredi B Design (last choice)

Pros:	Cons:
Least expensive option	Websites tend to be cluttered
Has experience working on library websites (outside of RCLS)	Their own website has inaccessible parts (eg "About Us" can only found via web search)
Available for additional maintenance	Some of the websites they link to on their portfolio no longer reflect the design pictured on the portfolio page
	Slow to respond

Fredi B. Design is the most cost-effective option, but to be honest, I am not enthusiastic about the websites they have designed. Even though the initial cost is low, their maintenance package is more expensive than Devine Design. It should be noted that even though this is the design company whose work I like the least, the quality is up to a level that it wouldn't be a terrible option if the library selects them.

# WEBSITE PROPOSAL

January 2025

---



**Prepared For:**

Goshen Public Library and  
Historical Society  
845-294-6606  
info@goshenpubliclibrary.org

**Prepared By:**

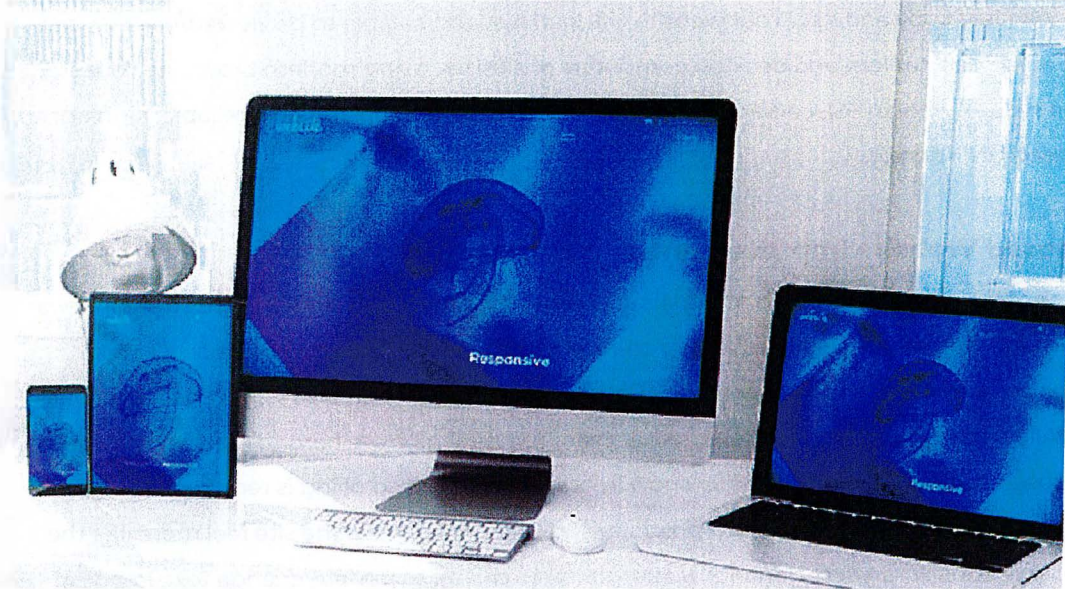
DevineDesign.com  
info@devinedesign.com  
845-783-9291

---

DevineDesign.com

# PROJECT OBJECTIVE

---



## Website Objectives

### for Goshen Public Library and Historical Society

#### Design:

- Modern clean & and user-friendly, so library patrons can find info easily & efficiently.
- Full screen, using blocks, columns and rows that automatically stack on mobile.
- Use consistent logo, fonts, images, colors, reflecting your branding.

#### Functionality:

- Allow users to find all info quickly/easily with intuitive navigation/menus.
- Fully mobile responsive from desktop to laptop, tablet and mobile.

#### Content Management:

- Built in Wordpress, with Visual Bakery, featuring modular/easy to change blocks.
  - Staff can be taught to make changes/updates with no coding experience via ZOOM.
  - Allow for events to auto-appear and auto-remove on a certain date.
  - Enhanced search capabilities within website, links to RCLS Library System search
-

## WEBSITE HOSTING

Free hosting is included for one year with any website developed by DevineDesign. After year one, we charge a competitive \$200/ year

Hosting Services are needed for any website to be viewed on the Internet. Websites are hosted, or stored, on special computers called servers. Our server specs are available on our website at <https://www.devinedesign.net/website-design-rates/website-hosting-rates>

We highly recommend, but do not require that you host your website with DevineDesign, as we can allocate the required resources, memory, etc., to keep your website loading properly and securely. We employ a variety of techniques to do this. Our server provides us with all the tools we need to develop your site, secure it, monitor it, and more. Our server, Liquid Web, is headquartered in Lansing, Michigan. It's important to us to host in the Continental US. In fact, we don't outsource website tasks. This is rare in our business.

## ESSENTIAL SECURITY UPDATES

Like your phone or computer or your car, regular maintenance and updates are required to keep all working well. It's safest for us to do these updates, as we back up the website, so no "surprises" happen. **Each month, we'll do basic software updates at \$134/year. We update PHP, Website Core, Plugins and Theme.** Note: If you're on one of our optional Partner Packages, this service is included free of charge.

## PARTNER PROGRAM

Keep us on your team to make changes, keep your site's software updated, provide smart content ideas and more. This lets you get back to your work! Partner Program Packages are optional, but our clients say it's a smart investment in their business/organization...and their sanity! For staff training, we recommend you invest in our 3 or 6 month Partner Program Packages.

## WEBSITE ACCESSIBILITY

Free use of basic UserWay free plugin. Optional paid accessibility compliance plugin, either UserWay or accessiBe, \$490/annually. Either installed at no additional fee.

## GOOGLE TRANSLATE

Google's service, offered free of charge, instantly translates words, phrases, and web pages between English and over 100 other languages.



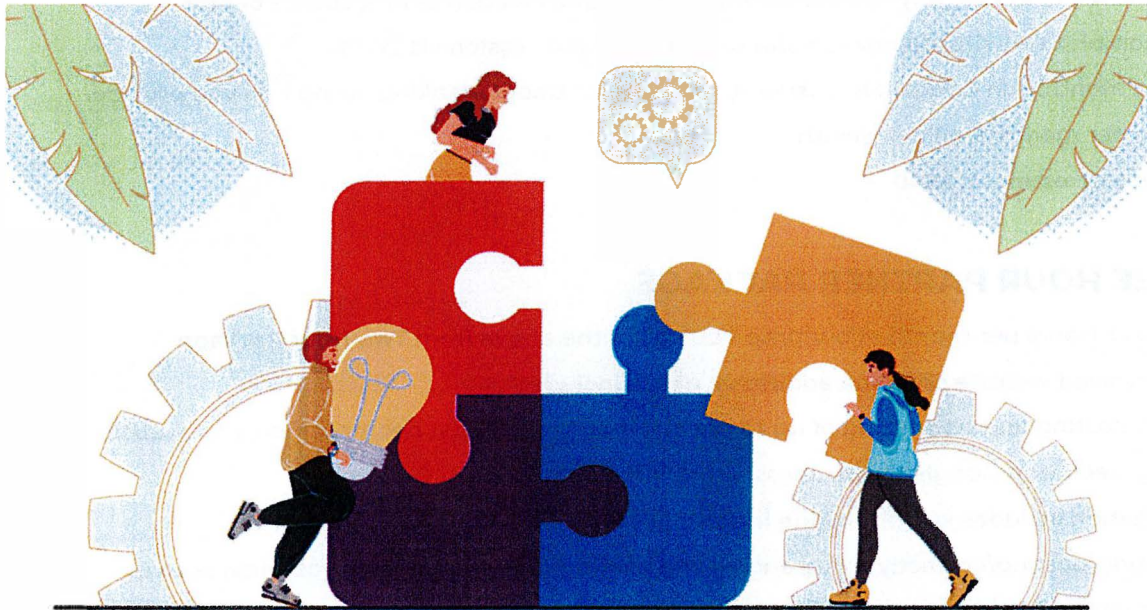
## PARTNER PACKAGES

Once we've created a beautiful, fast-loading website, we can Partner with you to keep your website working hard for you. No matter how wonderful your website is, search engines like Google require regular, steady changes for a site to rank well.

Like your cell phone or computer or your car, regular maintenance and updates are essential to keep all working well. It's safest for DevineDesign to do these updates, as we back up the website prior to updating, so no "surprises" happen.

- Partner Packages keep us on your team, so you can get back to your important work.
- We add new content that you provide to keep your website fresh.
- We make suggestions to keep your website interesting and working hard for you.
- We make updates to your website software to prevent malware & spyware.
- We can train your staff via ZOOM to update the website, make changes, add events, news and more.
- Each Partner Packages is highly customizable. We can change the "includes" as agreed.
- Billed quarterly, no long-term contract, just 30 days notice to cancel.
- Up or downgrade Partner Packages as needed.

Updates, changes and additions to your website can be billed hourly/a la carte, or under one of our optional Partner Packages, please see page 7.



## OUR PROCESS: LET'S BEGIN

Your initial deposit of \$1700 officially begins the process. This can be made online, via DevineDesign's Payment Link: <https://www.devinedesign.net/make-payments/> or via check payable to: Devine Design, mail to: 3 Rocky Road, Chester, NY 10918 or Box 149, Denver NY 12421

### SUBMISSION OF REQUIRED MATERIALS:

Please send us any new photos/ text as soon as possible, via email, Dropbox link, Google Docs. We can usually take existing images from your current website. Content needed to create /redesign your website must be delivered to us ASAP so we can meet your project milestones and completion dates. Please provide this info via our online form: <https://www.devinedesign.net/website-content/>

### DOMAIN NAME/WEBSITE URL/EMAIL

We will need access to your domain name to get this project going. Please provide the domain registration login for GoDaddy, Register.com, Network Solutions or other company where your domain is registered. Please let us know if your email is hosted on your existing website or if it is hosted separately, for example, with Gmail or another email service.

### MILESTONES & COMPLETION

#### Discovery/Planning

The project schedule will be determined by mutual agreement. We typically create a website in 30-40 days, after materials are received. Determine purpose, goals, audience, content. Assist you with the content/copy, images/graphics, documents and menu flow/links for the new site.

#### In-Production for Review

We prepare a graphical look and a few sample web pages, in production mode. If you are happy with the general look, flow and feel, and give us the go-ahead to continue production, you will sign our In-Production Approved form, and your second payment of 50% of balance will be billed and is now due.

#### Next In-Production for Review

You will be sent all working website pages for review, editing and critique. You will send us your edits/ changes, page by page, via email, so all is clear. We then make changes and tweaks as required, and resubmit to you. We will revise as required.

#### Final Sign Off/Payment/Launch

Upon your formal approval/sign off of your In-Production website, all emails/ forms and the entire website are thoroughly QA tested. The site is then launched. Website balance is due within 5 business days. When balance is received, website training will be scheduled at an agreed date/ time during this phase.

#### Additional Tasks/Services

After sign-off on the final phase of work, any requests for additions, changes, amends, etc., will be quoted based on custom development costs. Additional services will be custom quoted separately or billed at our hourly rate of \$165/hour.

#### Partner Program

Our Partner Program is the best way to keep your website fresh, updated, secure, relevant. We can also train you to make updates/changes, add content and more. Partner Programs start after website launch. There is NO long-term contract. Packages may be canceled with 30 days notice. Please request details on this.

#### Keeping on Track and Schedule

When we submit website for final review, you will review and provide feedback within 20 days. If your review, editing, and critique are not provided to us within 30 days of the receipt of your site in final review, your balance will be billed and due immediately, payable in full. We will finalize the site when any new materials are submitted. This keeps everyone on track, and typically gets sites launched on schedule!





Sean Smith  
Fredie B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

**Goshen Public Library and Historical Society**  
goshenpubliclibrary.org

CLIENT: Goshen Public Library and Historical Society  
CONTACT: Charles P. DeYoe  
ADDRESS: 366 Main Street  
Goshen, NY 10924  
TEL: (845)294-6606 x115  
EMAIL: cpdeyoe@rcls.org  
WEBSITE: goshenpubliclibrary.org

## PROJECT

The goal of this proposed redesign of the Goshen Public Library website is to establish a consistent, reliable, and attractive online channel for the library to communicate with patrons. The new design will be built using WordPress content management system and will be customized to library preferences.

Our goal is to create a website with a clean and attractive design and logical organization which can be easily updated by library staff and administration. A clear and consistent navigational framework will begin on the homepage and extend throughout the site. Clear and central portions of the home page will be designed to be easily updated by library staff. The website will be responsive and optimized for all screen sizes.

## PROJECT SERVICES OVERVIEW

1. Design and Production
2. Children's and Teen Section
3. Training



Sean Smith  
Fred B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

Goshen Public Library and Historical Society  
goshenpubliclibrary.org

## PROJECT SERVICES

### 1. Design and Production

#### Concept and Design

- Creation of a new Online Identity
- Adaptation of logo for screen use
- Sections and content that cater to the Goshen Public Library online audience
- Clean and concise layout, with consistent design treatments applied to both main and sub-sections
- Site architecture with intuitive navigation for new and returning visitors, tailored to the specific needs and features of the Goshen Public Library
- Functioning navigational prototype and custom drop-down menus
- Homepage slideshow
- Custom style sheets
- Style sheets optimized for all screen sizes
- Text flow, page layout, stylized type, image placement, and custom banners or teasers
- Social media icons and placements

#### Architecture, Production, Navigation and Scripting

- Organization of the content
- Creation of page and post templates
- Custom PHP scripting for website templates
- Custom archival page templates
- Custom forms
- Custom sidebars and widgets

#### WordPress Setup and Administration

- Installation and setup of WordPress in subdirectory of library's current website
- WordPress administration setup and user login setup
- Setup and installation of all necessary plugins



Sean Smith  
Fred B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

**Goshen Public Library and Historical Society**  
goshenpubliclibrary.org

## 2. Children's and Teen Section

- Initial concept, design, artwork, working templates, navigation, and production
  - Website design and navigation integrated to main website
  - Creation of graphics, templates and web pages
- Design and navigation
  - A customized design catering to the Goshen Public Library children's and teen audience
  - Site architecture, layout, and navigational concept that is intuitive and easy to understand for children and teens
  - Custom style sheets
  - Text flow, page layout, stylized type, image placement, and custom banners

## 3. Training

- WordPress training for selected library staff member
- One month of post-launch telephone and e-mail support



Sean Smith  
Fredie B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

**Goshen Public Library and Historical Society**  
goshenpubliclibrary.org

CLIENT: Goshen Public Library and Historical Society  
CONTACT: Charles P. DeYoe  
ADDRESS: 366 Main Street  
Goshen, NY 10924  
TEL: (845)294-6606 x115  
EMAIL: cpdeyoe@rcls.org  
WEBSITE: goshenpubliclibrary.org

## PROJECT

The goal of this proposed redesign of the Goshen Public Library website is to establish a consistent, reliable, and attractive online channel for the library to communicate with patrons. The new design will be built using WordPress content management system and will be customized to library preferences.

Our goal is to create a website with a clean and attractive design and logical organization which can be easily updated by library staff and administration. A clear and consistent navigational framework will begin on the homepage and extend throughout the site. Clear and central portions of the home page will be designed to be easily updated by library staff. The website will be responsive and optimized for all screen sizes.

## PROJECT SERVICES OVERVIEW

1. Design and Production
2. Children's and Teen Section
3. Training



Sean Smith  
Fred B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

Goshen Public Library and Historical Society  
goshenpubliclibrary.org

## PROJECT SERVICES

### 1. Design and Production

#### Concept and Design

- Creation of a new Online Identity
- Adaptation of logo for screen use
- Sections and content that cater to the Goshen Public Library online audience
- Clean and concise layout, with consistent design treatments applied to both main and sub-sections
- Site architecture with intuitive navigation for new and returning visitors, tailored to the specific needs and features of the Goshen Public Library
- Functioning navigational prototype and custom drop-down menus
- Homepage slideshow
- Custom style sheets
- Style sheets optimized for all screen sizes
- Text flow, page layout, stylized type, image placement, and custom banners or teasers
- Social media icons and placements

#### Architecture, Production, Navigation and Scripting

- Organization of the content
- Creation of page and post templates
- Custom PHP scripting for website templates
- Custom archival page templates
- Custom forms
- Custom sidebars and widgets

#### WordPress Setup and Administration

- Installation and setup of WordPress in subdirectory of library's current website
- WordPress administration setup and user login setup
- Setup and installation of all necessary plugins





Sean Smith  
Fred B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

Goshen Public Library and Historical Society  
goshenpubliclibrary.org

## TECHNOLOGY/METHODOLOGY

We will be using the following:

- Graphic design
- HTML/ DHTML
- WordPress Content Management System
- PHP scripting language
- Image optimization
- CSS (cascading style sheets)

## ACCESSIBILITY

We believe in a best practices approach to web development to maximize accessibility. Our goal is a site that is clear and easy to navigate for everyone. Therefore, we do the following:

1. Use the appropriate forms for the appropriate content
  - avoid unnecessarily converting text to images
  - avoid non-accessible elements such as flash when possible
  - use standard HTML/DHTML/CSS
2. Use alt tags (alternative text) for images
3. Use industry standard HTML/CSS production techniques as described at [www.w3.org](http://www.w3.org)
4. Create custom style sheets for print, mobile phones and tablets



Sean Smith  
 Fredi B Design  
 857 Post Rd. #156  
 Fairfield, CT 06824  
 (203) 341-0174  
 sean@fredib.com  
 www.fredib.com

# Proposal

Goshen Public Library and Historical Society  
 goshenpubliclibrary.org

## PROJECT TIMELINE

When	Goshen Public Library action	Fredi B. design
Start	Acceptance of proposal	
Week 1	Provide technical contact for test server	Set up test site on library server
Week 2-3		Delivery of initial design direction and proposed primary and secondary navigation topics
Week 4	Feedback on primary and secondary navigation topics and initial design direction	
Week 5-7		-Update of design demo to reflect feedback on topics/navigation and design direction -Begin production and adjust/enhance design
	Feedback on changes	Revisions addressing feedback
Week 8	Signoff on design direction	Incorporate final design direction into ongoing production.
Week 9		Deliver initial produced site for review
	Feedback and corrections	Corrections as received
Week 10-11	-Back up existing site -Notify vendor of recent updates -Provide access to new website	Move site to server without overwriting existing site (if site is not already there)
	WordPress training	WordPress training
Week 12	-Post-launch review and feedback -Signup for Google account and get username/password for customizations	-Soft launch and test on live server – site live but not announced externally -Address feedback -Create Google sitemap



Sean Smith  
Fred B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

**Goshen Public Library and Historical Society**  
goshenpubliclibrary.org

## OUR COMPANY

Fred B Design (fredib.com) has been designing websites for over 10 years. In the last several years we have designed websites for numerous public and private organizations.

A partial list of websites we have designed includes:

- larchmontlibrary.org – Larchmont Public Library
- bportlibrary.org – Bridgeport Public Library
- marktwainlibrary.org – Mark Twain Library
- pwpl.org – Port Washington Public Library

Links and descriptions of projects we have completed can be found on our website:  
[fredib.com/portfolio](http://fredib.com/portfolio).

## PERSONNEL

Sean Smith, Web Designer

## SERVER MAINTENANCE PERSONNEL

Tim Gardner, Server Support Technician





Sean Smith  
Fredie B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341 0174  
sean@fredib.com  
www.fredib.com

# Proposal

Goshen Public Library and Historical Society  
goshenpubliclibrary.org

## BUDGET

Concept, Design, Architecture, Production, Navigation and Scripting	\$4000
Children and Teen Sections	\$500/each
Training (1 hour training included)	\$80/per additional hour
Web Maintenance (optional)	\$130/per month

## WEB MAINTENANCE

The content creators are often the appropriate people to do the updates of the website content. A well-designed website, we believe, should make it easy for designers to change the design without affecting content, and for the content creators to change the content without affecting the design.

Monthly maintenance deliverables will include:

- Minor improvements and/or corrections as requested
- Answering questions by phone and email about WordPress
- Answering questions about future web development
- Fixing any code problems
- Upgrading of WordPress Content Management System and Plugins



Sean Smith  
Fred B Design  
857 Post Rd. #156  
Fairfield, CT 06824  
(203) 341-0174  
sean@fredib.com  
www.fredib.com

# Proposal

**Goshen Public Library and Historical Society**  
goshenpubliclibrary.org

## **BID AND PAYMENTS**

Upon acceptance of our estimate the first payment of half the approved budget is due at the start of the project. The remaining half will be due on the launch of the website.

This proposal was made on January 28, 2025, by Fredi B Design for the Goshen Public Library. The agreed fees are our best estimates given the information provided. Any modifications of fees due to the change of scope of the project will be submitted in writing and approved by the client.

**Fredi B Design**

January 28, 2025





+



## Goshen Public Library Website Rebuild





# Hello from JoNa Web



Click to play video in browser



# Overview and Goals

Dear Charles,

It was a pleasure meeting with you last week to discuss the Goshen Public Library and Historical Society, and specifically, your goals for a website rebuild. We understand that security concerns have prompted conversations about starting fresh with a new site. A rebuild offers an exciting opportunity to not only address those concerns but also to infuse the site with more color and personal connection, optimize content, and improve navigation so visitors can more easily find what they are looking for. We would be thrilled to partner with you on bringing this vision to life and to provide ongoing support through regular site updates and monitoring.

JoNa Web's vision is to create a dynamic partnership that will allow long-term, client driven success for all of our partners. Feel free to contact me should you have any questions.

Sincerely,

Joe Nammour

JoNa Web

<https://jonaweb.com>

# Scope of Services

## Discovery

Before we delve into the specifics of the design, we like to first take a step back and do a little research in regards to what similar companies or organizations are doing, review some of the suggested sites you provided us, and determine what direction we think would be best for the look and feel of the site. We call this phase the discovery phase and it lays the foundation for the rest of the project.

## Design

Once we have come up with the overall direction for the site we will work on developing a wireframe and home page design. This design will be provided to you for review. After the design is refined and approved, we will design one interior page for the site, which we will also submit for approval.

We will work with the photography provided to us or we can provide some stock photography sites that you can use to find the photos that will work for your site.

## Development

After the design phase is complete, we will start on the development of the website. The website will be built using the Wordpress content management system. This phase will involve building an optimized custom theme that utilizes the Wordpress block editor and any custom plugins that are necessary for the functionality of the site.

During this phase, we will also add the basic content pages and any additional plugins that are required.

## Testing

We will test the website in all modern browsers, which includes Safari, Chrome, Firefox, and Edge. We will also test the responsive design on iPhone and Android devices. Finally, we will test the functionality of the site to ensure there are no errors or broken links and then hand it over to you for review on a test server.

## Accessibility

At JoNa Web, we believe that websites should be built with accessibility in mind. That means that from the start of the project we will design and develop the site so that it can be accessible to as



many people as possible, including individuals who are blind, have vision impairments, or associate with the neurodiverse community. We will also provide you with recommendations once the site is complete so that you can maintain the sites overall accessibility as you add and update content.

## Revisions

After the initial development and testing has been completed, we will send you a test link so that you can review the site and provide any feedback or requested changes. After we have completed those updates, we will provide the site to you one last time for final approval before we launch.

## Site Launch

Once the site has been approved it will be ready to launch. We will communicate with you on the timing of the launch as well as any of the specifics related to the launching of the site. Then... we will launch your NEW website and have a celebration!



# General Website Outline

- Home
- About us
  - About the Library - 9 pages
  - Board of Trustees - 3 pages
- Catalog
- Our Services - 5 pages
- Event Calendar - 3 pages
- Visit Us - 4 pages
- News - 2 pages
- Community - 4 pages

# Key Features and Functionality

## Overall Thoughts

There are several elements of your current site that we believe can be improved or optimized. We'd love to incorporate more color—if your brand guidelines allow for flexibility—and feature real images of people interacting at the library, such as during programs, children's events, or day-to-day visits. These types of images can help convey a sense of community and connection.

Additionally, we recommend focusing on the following areas:

- **Font sizes** - Some sections of the current site have small, hard-to-read fonts. Ensuring that text is easily readable will make the site more accessible and user-friendly for all visitors
- **PDFS** - Embedded PDFs are often difficult to view and don't provide an ideal user experience. We suggest linking directly to PDFs or offering them as downloadable files instead.
- **Forms** - Adding forms for tasks like library card sign-ups or other services could streamline processes and improve the overall efficiency of library operations.

## Home Page Slider / Featured Content

We understand that retaining the home page slider is a priority for the new site. Our main takeaway is that you have many programs and events that you want to prominently showcase—not buried within a calendar or an interior page. These should be among the first things visitors see when they arrive at your site. To achieve this, we can explore different approaches for displaying this content. Options might include an updated slider that doesn't automatically scroll (as this can be distracting for users) or strategically placed content blocks on the home page. Additionally, we want to ensure this content is presented in live text rather than as part of an image. Live text is easier to read on smaller mobile devices and significantly improves accessibility for visually impaired users.

## Language Selector



It appears that your current language selector is not functioning properly. As a solution, we can integrate a Google Translate feature, similar to the one used on the Albert Wisner Public Library site. Alternatively, we can explore a more robust AI-powered language translation feature. However, this would be a more time-intensive solution and would incur additional costs beyond the scope of this proposal. If you're interested in implementing this feature, we'd be happy to discuss it further and provide additional details.

## **Library Catalog Search**

On your current site, you link out to the Catalog page. In addition to this, we can integrate a catalog search feature, similar to the one on the Albert Wisner Public Library site. This would allow users to search directly from your site. Once a search is entered, users would be taken to the Catalog site with their search results already displayed.

## **Events Calendar**

The events calendar will continue to utilize your third-party tool, LibCal. We'd love to explore additional opportunities to pull information from LibCal beyond the calendar widget. However, we do want to note that there are limitations to how the LibCal widget can be styled and displayed if it remains our sole option.

## **Find Your Next Book**

We will continue to use the Aspen Discovery tool to display this content on the website, utilizing the widget they provide.

## **Subscribe to Our Newsletter**

We're not sure if this is currently set up to feed into your newsletter system. If it's not, we'd be happy to discuss the newsletter platform you use and explore whether form submissions can be integrated directly into that system.

## **Banner Announcements**

Although this wasn't something we discussed, based on our understanding of libraries and the importance of communicating with patrons, we recommend adding a feature that allows you to post important messages at the top of the site. This could be used to share updates, such as unexpected closures or other critical information that needs immediate visibility.

# Additional Recommendations & Offering Details

## Hosting

Whenever possible we recommend hosting your website on one of our preferred hosting platforms. We provide and encourage these specific hosts because they are optimized for Wordpress, they are secure, provide regular backups, and provide a system that makes safely updating your site much easier and streamlined.

## Monthly Maintenance Retainer

We are here for you throughout this project and would love to continue to partner with you moving forward. We strongly recommend a support and maintenance retainer so that we can closely monitor your sight and make regular updates to Wordpress and any plugins that we use on the site. It is important to keep these up to date to maintain the security and optimal functionality of your site.

The support / maintenance retainer includes:

- Wordpress and plugin updates every 2 weeks
- Immediate fixes if anything on the site breaks or if there is an urgent update that must be made
- Timely email responses to any questions you may have regarding your site

## Additional Maintenance & Support

We can discuss additional maintenance and support if you believe that you will need ongoing assistance with building out new pages, adding content, or building out new site functionality. We generally bill at an hourly rate of \$100/hr but we could discuss a retainer if this is something you would be interested in.

# Timeframe

To complete the work outlined in the project scope, we will need approximately 16 - 21 weeks from beginning to end, depending on when we receive feedback at each milestone. Upon signing the proposal we will review our schedule and communicate with you on when we will be able to start your project. We will also work with you to make sure we can hit any necessary deadlines you have



# Project Cost

Below is the budget we've estimated based on the scope of services outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the scope of work, please leave a comment and let us know.

## Price Breakdown

Description	Price
<b>Project Management</b> Set aside 8 - 9 hours for meetings, discussions, and overall communication	\$800
<b>Discovery</b> Reviewing library sites and planning the site structure	\$300
<b>Design</b> The home page, one interior page, and revisions	\$1,400
<b>Development</b> WordPress build, 3rd party integrations, and ensuring accessibility compliance	\$6,800
<b>Website Revisions</b> Set aside 10 - 11 hours for changes and revisions	\$1,000
<b>Testing &amp; Accessibility</b> Comprehensive testing across devices, browsers, and screen readers	\$1,300
<b>Site Launch and Post-launch Support</b> Launching the site, training, minor adjustments, and bug fixes for a set period after launch	\$1,300
<b>Total</b>	<b>\$12,900</b>

## Optional

Description	Price (month)	Qty	Subtotal
<input type="checkbox"/> <b>Monthly Maintenance</b>	\$400	12	<u>\$4,800</u>

# Hosting

We have two different hosting services that we recommend for Wordpress.

1. Kinsta - <https://kinsta.com/pricing/?kaid=FELLOEVAVDMF> (it would be very nice if you used our affiliate link .
2. Pantheon.io - we have an agency account, so we recommend going through us if you choose this option. It can be more expensive than Kinsta, but it does boast a very refined three site system, which is great for developing new features without disrupting the live site.

\*There may be some premium plugins that will need to be purchased. We are not able to identify those until we get into more of the website functionality details. If there are plugins that need to be purchased we will communicate that with you. The costs for these plugins are not included in the overall proposal.

# Client Testimonials

"JoNa Web has worked closely with Albert Wisner Public Library since 2010, creatively guiding the evolution and expansion of the Library's website. They have steered the Library's website through two platform migrations seamlessly. They are responsive, knowledgeable, and have an excellent eye for design. They will take the time to learn about your organization or business, and will tailor results to your needs. I highly recommend JoNa Web for all your website needs."

- Lisa Laico, Direct | Albert Wisner Public Library

---

"Joe is a great developer and has been a major contributor to our team's success. He was instrumental in helping launch the new CMO Club digital experience—and doing it in record time. He is a great collaborator, nimble and able to adapt, and has ample expertise around front end development. He's also an all-around nice guy who doesn't lose his sense of humor when the heat is on. I can't recommend him enough."

- Dave Austin, Sr. Director, Marketing | Salesforce

---

"Your hard work, dedication, and quality was a big part of how we've been able to grow the company and take home

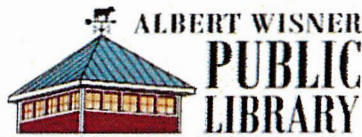


## Small Business of the Year this year:

Mike Curia | Bake More Pies


### Case Study

## Albert Wisner Public Library



(845) 986-1047 | ext: Circulation: 3 | Help Desk: 4 | Children's Dept: 5  
One McFarland Drive, Warwick, NY 10990 | [Library Hours](#)

About ▾ Borrow ▾ Programs ▾ Learn ▾ Services ▾

 Announcements

Catalog   
Website

Search our catalog



Donate

*Meet - Discover - Learn - Connect*

### Project Goals

We've had the privilege of working with the New York-based Albert Wisner Public Library for nearly a decade, fostering a close and collaborative partnership. Over the years, we've developed two Drupal sites for them. However, as their needs evolved, they decided it was time to transition to WordPress to better support their goals. A key objective for their new site was to streamline navigation and content, making it easier for users to find the information they need.

### Our Solutions

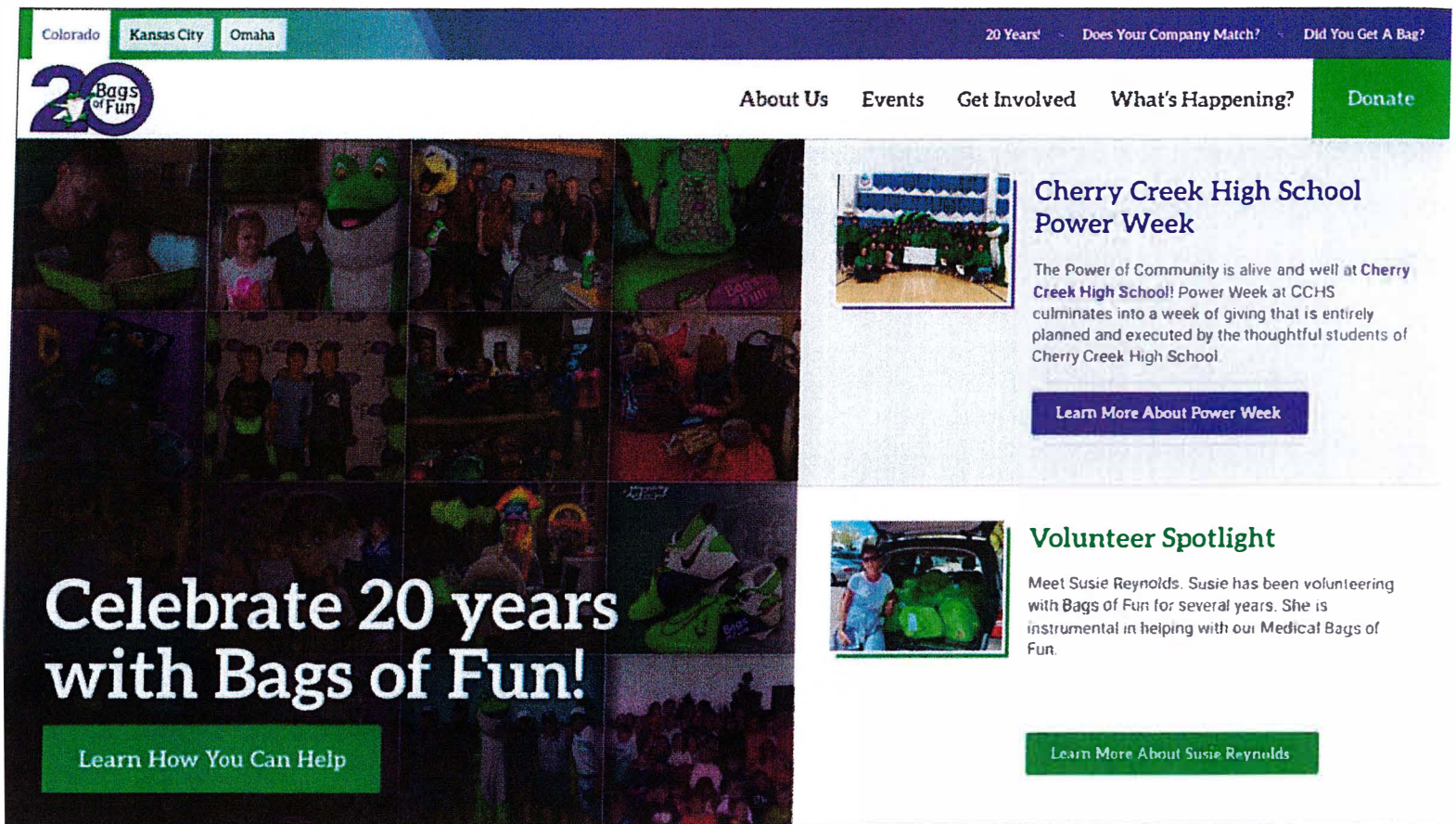
Working closely with their team, we created a streamlined navigation system featuring a well-organized, multi-column dropdown menu. The homepage includes prominent call-to-action icon links to help users quickly access key resources. We also integrated a robust search feature that allows users to search both the website and the library catalog, ensuring a seamless user experience.

The new site incorporates essential features like a programs calendar and a museum passes page, all within a clean, user-friendly design. By prioritizing accessibility and fast load times, we've already received positive feedback—and even referrals to other libraries. Collaborating with the Albert Wisner Public Library feels like working with old friends, and it's been a pleasure helping them better serve their community.



## Case Study

# Bags of Fun



## Project Goals

Bags of Fun has been a valued client for over 8 years. During this time, we've assisted them in fixing issues with their existing site, completely rebuilding it a couple of years ago, and making adjustments to the homepage to highlight relevant content. We've also helped promote various events, donation campaigns, and most recently, supported a year-long campaign celebrating their 20th anniversary.

## OUR SOLUTION

We work closely with the Bags of Fun team to help feature and promote their events, content, and campaigns. The website was designed to be both colorful and inviting, capturing the joy and playfulness that define their mission. At the same time, we ensured the site is rich in content and features to provide donors with all the information needed to support Bags of Fun's success. As a result, they have not only met but exceeded their financial goals and continue to grow. We've been honored to be part of their journey and were even able to attend their 20-year anniversary event in Colorado this past year.

# Project Agreement & Guaranty

Date: January 31, 2025

Between "us", JoNa Web, and "you", Goshen Public Library and Historical Society

## Changes/Additions/Overages of Project

Any requested changes, additions or overages of the project must be presented to client in written form as to what they are and the cost associated with the changes. These will be implemented with written approval from Goshen Public Library and Historical Society as an addendum to the contract/agreement. Should the project go beyond the specifications outlined in this estimate, additional costs may be incurred.

## Termination

In the event of termination by Goshen Public Library and Historical Society, Goshen Public Library and Historical Society shall pay JoNa Web for all out of pocket expenses incurred to that point, and 10% of the overall project fee in addition to what has been previously paid by Goshen Public Library and Historical Society.

## Terms

Charles DeYoe represent that they are authorized to execute this Agreement on behalf of Goshen Public Library and Historical Society, that the above information is complete and accurate, and that they agree to the following terms :

1. All amounts are due and payable at Tampa, Pinellas County, Florida. Goshen Public Library and Historical Society understands and hereby agrees that if legal action is instituted, venue shall be in Hillsborough County, Florida. The non- prevailing party further agrees to pay in the event of legal action, Goshen Public Library and Historical Society's reasonable attorney's fees and court costs.
2. If Goshen Public Library and Historical Society is a corporation, LLC or partnership, Charles DeYoe also agree to jointly, severally, and individually guarantee payment of all present and future indebtedness incurred by Goshen Public Library and Historical Society. This guaranty is absolute and continuing, notwithstanding extension of time for payment or failure to give any notices and the obligation of each individual guarantor shall continue until written notice of termination is received by JoNa Web, and shall terminate only as to any individual guarantor giving notice and only as to indebtedness incurred after the date such written termination



notice is received.

3. This Agreement constitutes the entire agreement between the parties, and no prior oral or written representations, promises or undertakings shall effect, vary, alter, or modify the terms hereof. This Agreement shall be governed by the laws of the state of Florida, and may not be modified, altered, or amended unless in writing and signed by the parties. No waiver by JoNa Web of strict compliance by Goshen Public Library and Historical Society shall operate as a waiver of future defaults by Goshen Public Library and Historical Society and any claimed course of dealing by the parties shall not vary the Agreement terms.
4. The Project Proposal is incorporated herein by reference.

## Payment Terms

- 1/3 deposit is due upon signing below.
- 1/3 of the payment upon preliminary approval. This is when the initial project is delivered to Goshen Public Library and Historical Society for approval.
- Final payment is due immediately upon completion of project.
- Changes/Additions/Overages will be billed separately with payment due upon receipt of invoice.
- Optional online convenience payment for an additional 3% of the overall invoice amount.

Charles DeYoe, to accept this contract, click the Accept button and sign at the prompt. You will be emailed a copy for your records

# Next Steps

1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Sign in the box that pops up to make the acceptance official.
5. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
6. We'll email you a separate copy of the signed contract for your records.
7. If you'd like to speak to us by phone, don't hesitate to call 813-767-2687

 SIGNATURE  
Joe Nammour

---

Joe Nammour

 SIGNATURE  
Charles DeYoe

---

Charles DeYoe  
Goshen Public Library and Historical Society



**RED CARDS / TARJETAS ROJAS**

# Red Cards / Tarjetas Rojas

All people in the United States, regardless of immigration status, have certain rights and protections under the U.S. Constitution. The ILRC’s Red Cards help people assert their rights and defend themselves in many situations, such as when ICE agents go to a home.

Todas las personas en los Estados Unidos – sin importar su estatus migratorio – tienen derechos y protecciones bajo la constitución del país. Nuestras Tarjetas Rojas ayudan a los inmigrantes ejercer esos derechos y protegerse en muchas situaciones, como cuando agentes de inmigración visitan nuestras viviendas.

*Special thanks to our many partners who contributed translations in the various languages now available, making these red cards accessible to more individuals.*





inmigrantes monolingües a traducir sus derechos ante los funcionarios de inmigración. Recomendamos imprimirlas con esquinas redondeadas y un acabado recubierto para mayor durabilidad. También puede imprimirlas en su propia impresora personal.

- 2. Negocios, abogados privados, y los que buscan ordenes de más de 1,000:** Usen en enlace [www.RedCardOrders.com](http://www.RedCardOrders.com) para someter sus órdenes. Esta es una compañía organizada por sindicato de trabajadores que pueden enviar las tarjetas directamente. Tendrá que pagarle a la impresora por su orden.

### Using Your Red Card

Please see [here](#) for further information on how to use your Red Cards.

-----

Aquí puede encontrar más información sobre cómo se puede utilizar su tarjeta. También asegure visitar este enlace para aprender lo que puede hacer si se encuentra frente un agente de inmigración: <https://www.wehaverights.us/spanish>.

# LIBRARIES AND IMMIGRATION ENFORCEMENT

## Introduction

U.S. Immigration and Customs Enforcement (ICE) is the law enforcement division of the Department for Homeland Security (DHS). ICE must operate in accordance with the Constitution, the Bill of Rights, and the laws of the United States. [8 U.S. Code § 1357](#) defines the powers of immigration officers and employees. The statute allows ICE agents to interrogate undocumented immigrants, or persons believed to be undocumented immigrants, about their right to be or remain in the United States, without a warrant. It also authorizes immigration officers to arrest any person in the United States when there is “reason to believe” the person is present in the United States in violation of federal immigration law.

ICE agents can employ two different types of warrants:

- ▶ **Administrative warrants:** These are issued pursuant to Section 287(g) of the Immigration and Nationality Act (INA) and are issued by an ICE official or agent. Because they are not reviewed or issued by a court of law, administrative warrants do not authorize ICE agents to enter residences or non-public areas of a business without express consent.
- ▶ **Court-issued subpoenas and warrants:** These are issued by a judge or magistrate and have the same force and effect as any other court-issued warrant. They may authorize ICE agents to enter non-public spaces without consent.

ICE agents may enter places open to the public, question people in public places, and conduct inquiries according to their statutory powers under [8 U.S. Code § 1357](#).

*Please note that this information is subject to change with new executive orders, legislation, and court orders. The information provided here may not reflect the most recent legal updates. Always consult with an attorney for advice regarding your specific situation.*

## What about library privacy laws?

When ICE agents make inquiries about library patrons, state laws and library policies concerning the privacy and confidentiality of library patron records still apply, including provisions that require law enforcement agents to present a court-issued subpoena, court order, or warrant to obtain patron information.

If an ICE agent shows up without any court-issued warrant and does not assert a statutory authority to act in the absence of a warrant (see [8 U.S. Code § 1357](#)), generally there is no legal obligation to turn over any information or records.

**Exception:** All employers, including libraries, must comply with the federal law requiring employers to verify the identity and employment authorization of each person they hire, including the requirement that the employer retain a Form I-9, Employment Eligibility Verification, for each employee. ICE agents may ask to inspect an employer's I-9 forms without a subpoena or court order. Libraries that receive such a request should notify their legal counsel and ask for assistance while allowing the agent to inspect the I-9 forms in accordance with the library's HR policies and guidance from their legal counsel.

## How Can You Protect Privacy in Your Library?

ALA has created a list of things that you can do to prepare your library for a visit from law enforcement, including ICE agents. If ICE agents visit your library, there are also guidelines for how to respond in the "During a Visit" section: <https://www.ala.org/advocacy/privacy/lawenforcement/guidelines>

For more information about immigration law, see the National Immigration Law Center's "How to be Prepare for an Immigration Raid": <https://www.nilc.org/wp-content/uploads/2019/07/immraidsprep.pdf>



ALA Office for Intellectual Freedom

[ala.org/oif/](http://ala.org/oif/) • [oif@ala.org](mailto:oif@ala.org)

[f](#) @ALAOIF

[@](#)ALA\_OIF

[@](#)OIF

OFFICE FOR  
Intellectual Freedom  
American Library Association

*Document last updated January 28, 2025*





# How to Respond to Law Enforcement Requests for Library Records and User Information: Suggested Guidelines

## Quick Links

[Contact Congress](#)

[Menu](#)



These suggested guidelines will help you prepare for and respond to requests from law enforcement while upholding First and Fourth Amendment freedoms, professional ethics, and state law. State and local jurisdictions may have different laws applicable to privacy, confidentiality, and library records. Review these guidelines with your legal counsel and modify them as appropriate for your library. These guidelines are not intended as legal advice. If legal advice or expert assistance is required, the services of a competent legal professional should be sought.

(Excerpted from the *Intellectual Freedom Manual*, 10th Edition)

### Before Any Visit | During a Visit | Immigration Enforcement

#### Before Any Visit

- Designate the person or persons who will be responsible for handling law enforcement requests. In most circumstances, it should be the library

director, and, if available, the library's legal counsel. Prepare a list of these persons, along with contact information, including home or cell phone numbers, for use if they are not present in the library.

- Review the library's confidentiality policy and [state confidentiality law](#) with library counsel. Communicate those policies and the requirements of the law to both staff and volunteer workers in the library.
- Train all library workers, *including volunteers*, on the library's procedure for handling law enforcement requests. They should understand that it is lawful to refer the agent or officer to an administrator in charge of the library, and that they generally do not need to respond immediately to any request.
- A court order may require the removal of a computer workstation or other computer storage device from the library. Have plans in place to address service interruptions and any necessary backups for equipment and software.

## During a Visit

### PROCEDURES FOR LIBRARY WORKERS

#### **If a law enforcement officer requests library records or information about a library user or staff member:**

- Ask for the officer's identification.
- Inform the officer that the library director or legal counsel is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the specified person under your policy.
- Refer the officer to the library director, legal counsel, or to a designated alternate authorized by the library director to respond to requests for records and information. (A list of library employees authorized to respond to records and information requests in the absence of the library director should be available to staff.)

#### **If a law enforcement officer requests library records or information about**



**a library user or worker and neither the library director, legal counsel, nor a designated alternate is present in the library:**

- Ask for the officer's identification. Record the information that appears on the identity card.
- Inform the officer that the library director or legal counsel is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the specified individual.
- Attempt to reach the library director, a designated alternate, or the library's legal counsel using the phone contact list.
- If you cannot reach the library director, legal counsel, or a designated alternate, utilize the procedures outlined below for use by the library director or a designated alternate. Provide a written report describing the officer's inquiry to the library director at the earliest opportunity.

**PROCEDURES FOR THE LIBRARY DIRECTOR OR A DESIGNATED ALTERNATE:**

**In all cases:**

- Ask for the officer's identification. Record the information that appears on the identity card. If possible, verify the information with the local FBI office or the police department.
- Ask a colleague to be present during the interview with the officer. One person should take notes that may be useful if a record of the encounter is needed in the future.

**Requests for *voluntary assistance* or *warrantless searches* (the officer does not present a subpoena or court order):**

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to

authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the agent or officer. If the officer persists, explain that, as good citizens and in conformity with professional ethics, First Amendment freedoms, and state law, the library staff will not respond to informal requests for confidential information in the absence of a court order.

- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel and ask for assistance<sup>1</sup>
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident. Ask any witnesses to the incident to prepare a written record of the interaction between the officer and library employees or volunteers.
- Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a voluntary request or a warrantless search in the absence of the library director or a designated alternate, all materials should be turned over to the library director.

### **If the law enforcement officer presents a subpoena or similar request for records:**

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library. A subpoena does not require an immediate response from the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the library director or a designated alternate, the subpoena should be turned over to the library director for coordination with legal counsel.
- The library director will work with the library's legal counsel to respond appropriately to the subpoena. Examine the subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, legal counsel will advise on the best method to resist the subpoena

- Through legal counsel, insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents. If there does not appear to be good cause for the subpoena, or if it seems too broad or intrusive, ask your attorney to file a motion with the issuing court to quash the subpoena in its entirety. Require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.
- If you decide to comply with the subpoena after consulting with legal counsel, review the information that may be produced in response to the subpoena before releasing the information. Follow the subpoena strictly and do not provide any information that is not specifically requested in it.
- If disclosure is required, ask the court to enter a protective order (drafted by the library's counsel) keeping the information confidential and limiting its use to the particular case. Ask that access be restricted to those persons working directly on the case.

### **If the law enforcement officer presents a *search warrant*:**

- Immediately ask the library's legal counsel to provide advice and assistance.
- Unlike a subpoena, a search warrant may be executed immediately. Ask to have library counsel present before the search begins in order to allow library counsel an opportunity to examine the warrant and to ensure that the search conforms to the terms of the warrant.
- If the officer refuses to delay the search, read the warrant and any attached documentation. Verify that it is signed by a judge; is issued by a local, state, or federal court in your state or county; and is current and has not expired. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel to arrive, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of other users' records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the



items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.

- Record and keep an inventory of the records or items seized from the library. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and do not interfere with the officer. Continue your attempts to notify legal counsel, and make every effort to keep a written record of the incident. Ask any witnesses to keep a written record of the interaction between law enforcement officials and library employees and volunteers.
- Request that the officer sign an inventory receipt for the materials with a specific list of all materials seized.
- Provide all notes and records to the library's legal counsel. If a library worker is required to respond to a search warrant in the absence of the library director or a designated alternate, all materials should be turned over to the library director for coordination with legal counsel.

**If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (FISA court orders or National Security Letters):**

- Call the library's legal counsel and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for legal counsel, do not inform other library staff or any other person about the order until authorized to do so by the library's legal counsel.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he will delay the search until the library's legal counsel arrives.
- If required to turn over records or other items at once, do not notify any library staff except for legal counsel and those staff members necessary for

library staff except for legal counsel and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the information technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of legal counsel, they cannot inform other library workers or any other person about the order unless authorized to do so by the library's legal counsel.

## Libraries and Immigration Enforcement

- U.S. Immigration and Customs Enforcement (ICE) is a law enforcement agency that must operate in accordance with the Constitution, the Bill of Rights, and the laws of the United States. [8 U.S. Code § 1357](#) defines the powers of immigration officers and employees. The statute grants ICE agents the right to interrogate aliens, or persons believed to be aliens, about their right to be or to remain in the United States, without the requirement of a warrant. It also authorizes immigration officers to arrest any person in the United States when there is "reason to believe" the person is present in the United States in violation of federal immigration law.
- ICE agents can employ two different types of warrants in the course of their duties. One type of warrant is issued pursuant to the Immigration and Nationality Act (INA) and is signed or issued by an ICE official or agent. These are called "administrative warrants." Because they are not reviewed or issued by a court of law, administrative warrants do not authorize ICE agents to enter residences or non-public areas of a business without express consent.
- ICE may also pursue *court-issued* subpoenas or warrants that are issued by a judge or neutral magistrate. Such warrants have the same force and effect as any other court-issued warrant.
- ICE agents may enter places open to the public and question persons present in public places and conduct inquiries in accordance with their statutory powers under [8 U.S. Code § 1357](#).
- When ICE agents make inquiries about library patrons, state laws and library policies concerning the privacy and confidentiality of library patron

records still apply, including any requirement that a law enforcement agent present a *court-issued* subpoena, court order, or warrant to obtain patron information.

- If an ICE agent shows up without any court-issued warrant and does not assert a statutory authority to act in the absence of a warrant (see 8 U.S. Code § 1357) generally there is no legal obligation to turn over any information or records.

**Exception:** All employers, including libraries, must comply with the federal law requiring employers to verify the identity and employment authorization of each person they hire, including the requirement that the employer retain a Form I-9, Employment Eligibility Verification, for each employee. ICE agents may ask to inspect an employer's I-9 forms without a subpoena or court order. Libraries that receive such a request should notify their legal counsel and ask for assistance while allowing the agent to inspect the I-9 forms in accordance with the library's HR policies and guidance from their legal counsel.

<sup>1</sup> In some cases, especially those involving missing persons, law enforcement may ask you to voluntarily provide records immediately and give you the impression that it's not possible to obtain a court order. It is important to remember that requiring a court order is neither unusual nor burdensome. Law enforcement officers have access to judges even after normal business hours. You can extend cooperation by preserving the desired records (or by keeping a computer turned on and making sure no one uses it) while the officer seeks a court order.

There is a limited legal exception to the warrant requirement when "exigent circumstances" exist. If members of law enforcement believe an emergency truly exists, that there is inadequate time to obtain a warrant, and that they have probable cause for seizure of records, they may simply take custody of the records over the library's objection. In this case, you should not interfere, but you should also indicate that you are not granting permission. This is necessary so that the law enforcement officials and not the library will bear responsibility and any legal risks associated with the decision to proceed without a warrant. A





---

## Minimum Standards Compliance

---

From Grace Riario - RCLS <Griario@rcls.org>  
Date Wed 1/29/2025 10:13 AM  
To rclsdir <rclsdir@rcls.org>  
Cc Anita Baumann - RCLS <abaumann@rcls.org>

Dear Colleagues;

RCLS will continue to audit libraries on Minimum Standards compliance. Last year, the focus was Minimum Standard #1: Bylaws; due to the lack of compliance, we will continue working with libraries to update their bylaws and ensure that the document is available to the public on their websites.

### Minimum Standard #1

is governed by written bylaws that define the structure and governing functions of the library board of trustees and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.

This year, we will also focus on compliance with  
Minimum Standard #3

provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals, and objectives, as outlined in the library's long-range plan of service

[New York Public and Association Libraries Minimum Standards: Division of Library Development: NYS Library](#)

I will contact individual directors as needed; please ensure these two documents are available on your library's website.

Thank you in advance for working with me,



**Grace Riario (She,Her)**

[Ramapo Catskill Library System](#), Executive Director

619 Route 17M Middletown, NY 10940

(P) 845-243-3747 ext. 233

[griario@rcls.org](mailto:griario@rcls.org)

[www.rcls.org](http://www.rcls.org)

# New York State Library

## New York Public and Association Libraries Minimum Standards

[Library Systems Home](#)

[Upcoming Trainings](#)

[Recorded Webinars](#)

Sign up for NYS Library News

### Overview

All public and association libraries in New York State must meet minimum standards of service according to [Section 90.2 of the Regulations of the Commissioner of Education](#). These standards support improved public library services for the people of New York and are intended to:

- promote quality local public library service in all communities of New York State,
- empower libraries to strengthen community relations and promote public support for quality library services, and
- support a culture of transparency, accountability, and continuous improvement.

All the minimum standards for public and association libraries must be met at the time of application for a library charter or registration. Education Law requires that a library be chartered and registered in order to legally receive local and State funds.

Any public or association library that was registered (licensed) by the department on or before December 31, 2020, shall meet the new minimum standards by January 1, 2021 to continue to be registered by the department. A public or association library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the new minimum standards.

**If a library cannot meet one or more of the minimum standards**, the director or board president should contact the library system to discuss available options. Education Law and Commissioner's Regulations provide a process for libraries that cannot meet a standard because of circumstances beyond the library board's control.

### *Helpful Information for Meeting Minimum Public Library Standards*

The Public Library System Directors Organization (PULISDO) and the New York State Library work together in a strong partnership to help public and association libraries meet the minimum standards. For additional information, please visit [Helpful Information for Meeting Minimum Public Library Standards](#), prepared by PULISDO and the NYS Library.

### Minimum Standards as of January 1, 2021

A public, free association or Indian library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the registration standards set forth in Commissioners Regulation 90.2. Any public, free association or Indian library that was registered by the department on or before December 31, 2020, shall meet the following registration requirements by January 1, 2021 to continue to be registered by the department:

1. is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;
2. has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;
3. provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;
4. has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;

5. annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;
6. periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;
7. is open the following scheduled hours:

Population	Minimum Weekly Hours Open
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

8. maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;
9. provides programming to address community needs, as outlined in the library's long-range plan of service;
10. provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
11. provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision;
12. employs a paid director in accordance with the provisions of section 90.8 of the Regulations of the Commissioner of Education;

Population	Member of a Public Library System	Not a Member of a Public Library System
<b>Below 2,500</b>	No requirement.	No requirement.
<b>2,500 to 4,999</b>	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
<b>5,000 to 7,499</b>	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
<b>7,500 or more</b>	A public librarian's professional certificate.	A public librarian's professional certificate.

13. provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14. establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

Last Updated: December 13, 2023

The New York State Library is part of the [Office of Cultural Education](#), within the [New York State Education Department](#)  
[Contact NYS Library](#) | [Index A - Z](#) | [Terms of Use](#) | [Accessibility Policy](#)



# **BOARD OF TRUSTEES OF THE GOSHEN PUBLIC LIBRARY & HISTORICAL SOCIETY**

The Goshen Public Library and Historical Society, (hereinafter referred to as the 'Library'), was first chartered by the State of New York as an association library in 1894.

As a result of a public vote in March 1984, it subsequently received an absolute charter from the Regents of the State of New York as a school district public library in June 1990.

## **MISSION STATEMENT**

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

# BYLAWS

## ARTICLE I OPERATING STATEMENT

The Library shall carry out all aspects of its operation according to the laws of the United States of America and the State of New York.

## ARTICLE II MEETINGS

**Section 1: Organizational Meeting:** The organizational meeting of the Library will be held in accordance with NYS Education Law at the next regular meeting scheduled after the annual election, the date of which will be determined by Board resolution.

**Section 2: Regular Meetings:** The Board shall meet monthly at its discretion, though no fewer than 11 times per year, to receive and approve reports, and to transact all other necessary business according to the laws of the United States, and the State of New York.

**Section 3: Special Meetings:** Special meetings may be called by the President or upon request of a majority of Board members.

**Section 4: Procedures for Meetings:** Procedures for regular meetings shall conform with NYS Education Law and Open Meetings Law.

**Section 5: Rules of Order:** Robert's Rules of Order Newly Revised will govern conduct of the meetings unless changed by a two-thirds vote of the Board.

**Section 6: Privilege of the Floor:** 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.

## ARTICLE III BOARD OF TRUSTEES

**Section 1: Membership and Term of Office:** The governing body of the Library is the Board. The Board shall consist of seven members, each elected for a three-year term by the qualified voters of the Goshen Central School District (hereinafter referred to as "GCSD"). The term of office for new Trustees shall begin with the organizational meeting following their election.

**Section 2: Trustee Eligibility:** As governed by the laws of the State of New York, Trustees shall be of voting age and residents of the GCSD.

**Section 3:** Education: As of January 2023, New York State law requires Trustees to complete a minimum of two hours of trustee continuing education annually in order to remain informed about current library issues. Continuing education may include in-person, or live online or self-paced online lectures, workshops, courses, seminars or institutes; regional, state or national library association conference programs; state or national library trustee association conference programs; any other format or combination of formats, as approved by the system of which the library is a member. New York State Law requires that all Trustees be annually trained on the topic of sexual harassment prevention. The Board shall work with the Director to conduct an orientation program for new Trustees.

**Section 4:** Vacancies: Any vacancy may be filled by the Trustees' appointment of a successor. Said appointment shall be valid only until the next regularly scheduled election of Trustees. At that next scheduled election the remaining term shall be filled in accordance with New York State Education Law, Section 226: Powers of Trustees of Institutions.

**Section 5:** Quorum: A simple majority of the Board (four Trustees) shall constitute a quorum at any meeting of the Board. A majority of the whole (four Trustees) is required for a motion to pass, regardless of the number of Trustees in attendance.

**Section 6:** Powers of the Board of Trustees: The Board shall have the full power to employ a Library Director (hereinafter referred to as the "Director"), appoint the Treasurer, Clerk of the Board, Clerk of the Vote and consultants as needed to carry out the work of the Board; to define the purpose of the Library, the goals and objectives of its service; to appropriate funds in order to carry out the work of the Library and to make all proper provisions and regulations for the management, direction, preservation and security of the Library building, its grounds and its contents; and to conduct the affairs of the Library in a manner which it deems to be for the public good in accordance with Section 90.2 of the Regulation of the Commissioner of Education: Standards for registration of public, free association and Indian libraries.

**Section 7:** Trustee Absences: Absence from three consecutive regular Board meetings and/or 50 percent of meetings in a fiscal year shall constitute automatic dismissal from the Board unless the Board defers dismissal by majority vote. The President shall inform the absent Board member in writing of his/her dismissal. If dismissal is deferred by Board action the President shall inform the absent Board member in writing of the conditions of their deferral.



## ARTICLE IV OFFICERS

**Section 1:** A. Elected Officers: The officers of the Library shall be President, Vice President, Secretary and Auditor of the Bills.

B. Appointed Officers: Treasurer and Clerk of the Board shall be employed from outside the Board membership and shall hold their positions at the will of the Board.

**Section 2:** Election and Term of Officers: Officers shall be elected for a one-year term by members of the Board at the annual organizational meeting. No Trustee shall serve more than two consecutive years in the same office with the exception of the Auditor of the Bills who may serve for four consecutive years with Board approval.

**Section 2A:** Method of Election: The Board President shall appoint a nominating committee at the last regularly scheduled meeting prior to the organizational meeting. The said committee shall be composed of two members of the Board. The President cannot be on the nominating committee. The committee shall present a slate of nominees at the organizational meeting, listing the name of one candidate for each office, provided the consent of such nominees has been obtained. Additional nominations, with the consent of the nominees, may be made from the floor. In the absence of nominations from the floor, the slate of nominees as presented by the nominating committee shall be accepted when the Secretary of the Board casts the sole vote. In the event that there are nominations from the floor, an election shall be held by vote. The terms of newly elected officers shall begin immediately and continue until their successors are elected. Election of officers shall be the last item on the agenda of the organizational meeting.

**Section 2B:** If an officer resigns or is otherwise unable to continue as an officer, a majority (4) vote of the Board can appoint another Board member to immediately fill that position until the next regular reorganization meet

**Section 3:** Removal: Appointed officers serve at the will of the Board.

An officer may be removed from office for cause, by a positive vote of five (5) members of the Board .

**Section 4: Duties of the Officers and Board armointees:**

A. Duties of President: The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board; and carry out all decisions of the Board; serve as an ex-officio member of all standing committees and preside over the Executive Committee; and shall perform all other duties which pertain to the office.

B. Duties of the Vice President: The Vice President, in the absence or disability of the President, shall assume and perform all the duties of that office; and shall chair one of the standing committees, as appointed by the President.

C. Duties of the Secretary: The Secretary shall prepare and transmit designated correspondence at the direction of the Board and take minutes of a meeting in the absence of the Clerk of the Board.

D. Duties of the Auditor of the Bills: The Auditor of the Bills shall audit bills for payment.

E. Duties of the Treasurer: The Library Treasurer shall be appointed independently by the Board, shall be the disbursing officer of the Board and shall perform such duties delegated upon the office. Particularly, the Treasurer shall receive tax monies from the school district, pay out funds in accordance with the Board of Trustees, reconcile all bank records, and provide monthly reports of income and expenses. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

F. Clerk of the Board: The Clerk of the Board, shall keep a true and accurate record of all meetings of the Board and issue notice of all regular and special meetings.

G. Clerk of the Vote: The Clerk of the Vote, shall be appointed independently by the Board, and shall oversee annual and special elections, performing necessary duties and working with the Board of Elections and School District in this capacity as may be required.

## ARTICLE V

## LIBRARY DIRECTOR

**Section 1:** The Library Director shall be considered the chief executive officer of the Library and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of buildings and equipment, the preparation of the budget, the selection and direction of the staff, the efficiency of the Library's service to the public, the development of Library services, the operation of the Library under the financial conditions set forth in the annual budget; and shall represent the Library at gatherings of civic organizations.

**Section 2:** The Director shall be responsible for appointment, assignment, transfer, promotion or dismissal of all staff as specified by NYS Civil Service law. All staff changes shall be reported to the Board.

**Section 3:** The Director shall be appointed by the Board in conformance with the Education Law, performing such duties as are usually required of the Library Director and such other duties as the Board may direct. The Director shall attend all meetings of the Board, and may take part in its deliberations, but shall have no vote. The Director shall submit to the Trustees a monthly report on the progress and conditions of the Library, and an Annual Report each spring accompanied with recommendations and suggestions for changes and improvements.



## ARTICLE VI STANDING COMMITTEES

**Section 1:** Standing Committees: The following standing committees shall operate as organs of the Board, to create policy and support the Library Director in carrying out necessary business of the Library:

- Executive
- Human Resources
- Physical Resources
- Community
- Resources Sunshine

**Section 2:** Membership of the Standing Committees: The standing committees shall be composed of Trustees. Members shall volunteer and be confirmed and appointed by the President with the approval of the Board. The Director shall serve as consultant to the committees. In the interest of good governance, the Board shall endeavor to rotate committee appointments among Trustees. Experienced Trustees should volunteer as committee chairs whenever possible.

**Section 3:** Chairperson of Standing Committees: The Chairperson of each committee shall be a Trustee appointed by the President with the approval of the Board.

**Section 4:** Meetings and Reports: All standing committees shall meet as necessary to carry out their functions. The Director shall submit a written report at each Board meeting summarizing any activities relevant to the standing committees.

**Section 5:** Executive Committee: The Executive Committee shall consist of the Board President, Vice President and a third officer (Auditor of the Bills or Secretary). Meetings shall be called by the President.

**Section 6:** Human Resources: The Human Resources Committee shall work in cooperation with and support of the Director in matters of personnel. The committee, consisting of the Board Vice President and two other Trustees, will complete the annual evaluation of the Library Director, based on the information gathered from all Board members. The committee presents findings to the Board in an executive session. The Board President then presents the evaluation to the Director. The Board President and Director sign the evaluation. Evaluation documents shall become part of the Director's personnel file.

**Section 7: Physical Resources:** The Physical Resources Committee shall work with the Library Director in matters of the physical building and property upon which the Library is located, including maintenance, cleaning, safety, security, insurance and capital improvements.

**Section 8: Community Resources:** The Community Resources Committee shall communicate significant actions by the Board to the community. The committee will also develop the 'Dear Neighbors' Letter from the Board in the annual newsletter mailed to all residents of the Goshen Central School District.

**Section 9: Sunshine Committee:** The Sunshine Committee of the Goshen Public Library Board of Trustees shall consist of one member. Funds shall be collected from each Trustee, as needed. If there is a surplus in the fund, contributions may be adjusted accordingly. Likewise, if there is a deficit during the year due to great activity, another contribution may be requested.

On behalf of the Board, the Sunshine Committee's mission is to respond to life events that affect the Board and Library staff by sending, for example, cards, flowers or balloons, or by donating a gift book as a memorial. After the card or gift is sent, the Board will be notified. It is requested that the Board keep the Committee apprised of events that need to be acknowledged.

**Section 10: Ad-Hoc Committees:** Ad-Hoc committees can be appointed as needed by the Board President and at the will of the Board. Ad-Hoc committees may report directly to the President or to a standing committee, but will have no voting or decision authority on behalf of the Board or the Library. As may suit the requirements, Ad-Hoc committees may include members outside the Trustees.

**ARTICLE VI      AMENDING THE GOVERNING RULES**

Amendments to the governing rules must be approved by a two-thirds vote of the Board. Amendments may be proposed at any regular meeting but adoption shall not be made prior to the next monthly meeting.

**Approved February 8, 1999**

Revised: April 9, 2003

Revised: May 10, 2004

Revised: July 14, 2008

Revised May 13, 2013

Revised March 14, 2022

Revised August 12, 2024





SUCCESS STARTS HERE

---

# MONROE FREE LIBRARY

MONROE FREE LIBRARY  
**2023**  
ANNUAL REPORT



A library is more than just books. A library is a gateway to new skills. A library is a place to gather with old friends and meet new ones. A library is a community resource. Last year we were all those things and much more to our community. Now don't get me wrong, we still love our books and so do you. Last year alone we circulated 66,142 books. However, I think it's important that we continue to share the increasing value of a library beyond our traditional services. New resources that launched in 2023 include our upgraded catalog system, Aspen, and our language learning app, Mango. We know our community members are busy and we are thrilled that these new tools can be available to you wherever you go on your phone.

A library is also not defined by its four walls. Monroe Free Library continues to expand our services and collaborative efforts with community partners. We happily established a new connection with the Town of Monroe Senior Center and offer monthly tech help and quarterly crafts. We collaborated with the Monroe Woodbury Central School District and three other RCLS libraries to distribute over 1,500 library cards to Monroe Woodbury students in grades K, 2, 6, and 9 and we recently collaborated with Monroe Pediatrics to offer newborn early literacy kits to our future MFL patrons. These collaborations have raised awareness of our resources, reduced barriers to access and increased our impact on our community.

As you know, a community is made of many different people and one new population that we supported is our Small Business owners. In 2023 and 2024 we offered 20 programs to support our small businesses. These business owners learned to search our databases, received free professional headshots, learned to use our pop-up creative studio and gained other digital literacy skills to improve their businesses.

We continue to work hard toward the goals we promised the community in our 2022-2026 Long Range Plan. Services and programs such as these are all a part of the larger plan to move Monroe Free Library forward.

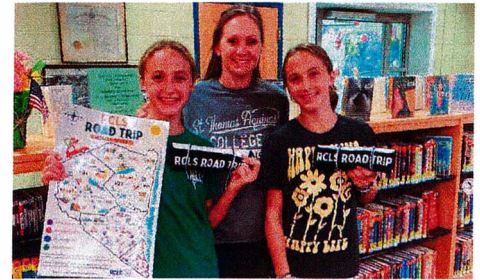
We are halfway through 2024, and we have had the opportunity to offer many more exciting things as made possible by you, the voters. The community passed our budget increase in the 2023 general election, and we hit the ground running. In 2024, we have been able to launch a new series - Around the World, increase our Take & Make Craft offerings, and we are about to launch our new website; we will also be purchasing new museum passes, and we are thrilled to announce we will be working towards becoming a more sustainable library through the Sustainable Libraries Initiative.

As you can see, libraries can be more than just one thing, more than just their four walls.

We hope you take advantage of ALL that the Monroe Free Library has to offer!

---

**Amanda Primiano**  
Executive Director  
July 11, 2024



Interior photos (these pages) © Monroe Free Library. Infographic Design © Monroe Free Library.



# MFL

## by the numbers

2023



33,000

VISITS TO THE LIBRARY



8,315

CARDHOLDERS



110,150  
CIRCULATED ITEMS



2,598  
REFERENCE ASSISTS



986 COMMUNITY ROOM BOOKINGS



5,057 PUBLIC PC SESSIONS



22,190  
ELECTRONIC MATERIALS

172  
CHILDREN'S PROGRAMS

44  
TEEN PROGRAMS



141  
ADULT PROGRAMS

3,269  
TOTAL PROGRAM ATTENDANCE

32,606  
CHILDREN'S BOOKS

33,536  
ADULT BOOKS



20,618  
INTER-LIBRARY MATERIALS  
RECEIVED



16,074  
INTER-LIBRARY MATERIALS  
PROVIDED



# 2024 BUDGET

Line Items	Taxpayer Support
Building Fund Expenses	25,000
Salary	847,213
AudioVisual Collections	19,800
Professional Fees	20,000
Automation RCLS	45,950
Books	56,700
Building and Grounds	44,000
Employee Benefits	162,000
RCLS Membership Fee	3,000
Insurance	32,000
Library Supplies	20,000
Library Equipment	29,000
Other Expenses	2,500
Payroll Expense	14,000
Photocopies	500
Educational Development	6,500
Adult Programming	9,000
Teen Programming	5,000
Children's Programming	16,000
Annual Themed Programming	5,000
Publicity	6,500
Payroll Taxes	76,000
Tax	400
Utilities	42,089
Mortgage	95,000

***Our mission statement:***

The Monroe Free Library aims to provide, to the residents of the Town of Monroe, in a responsive and proficient manner, open, timely, and equal access to information and ideas for every level of interest and ability from a variety of perspectives and formats.

The mission of the library is to provide a common environment addressing the need of people to meet and interact with others in the community, to provide access to current topics and titles, fulfilling the desire for satisfying recreational experiences as well as providing information about popular cultural and social trends, and to ensure access to information literacy, helping to address the need to provide skills related to finding, evaluating, and using information effectively.

# PERSONNEL

## Board of Trustees

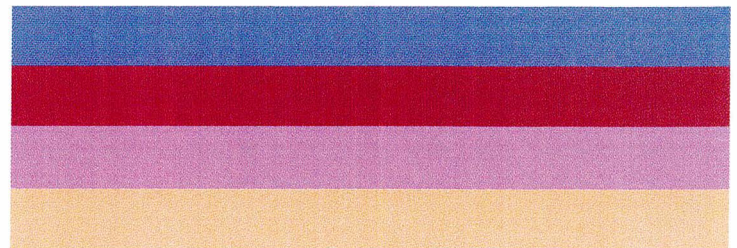
---

President	Patricia C. Shanley
Vice President	Susan Tomaski
Financial Officer	Casey Auerbach
Recording Secretary	Diane Egan
	Nucula Brown
	Carol Connell Cannon
	David Joye
	Terry Schommer
	Nedda Tichi
	Susan Tomaski

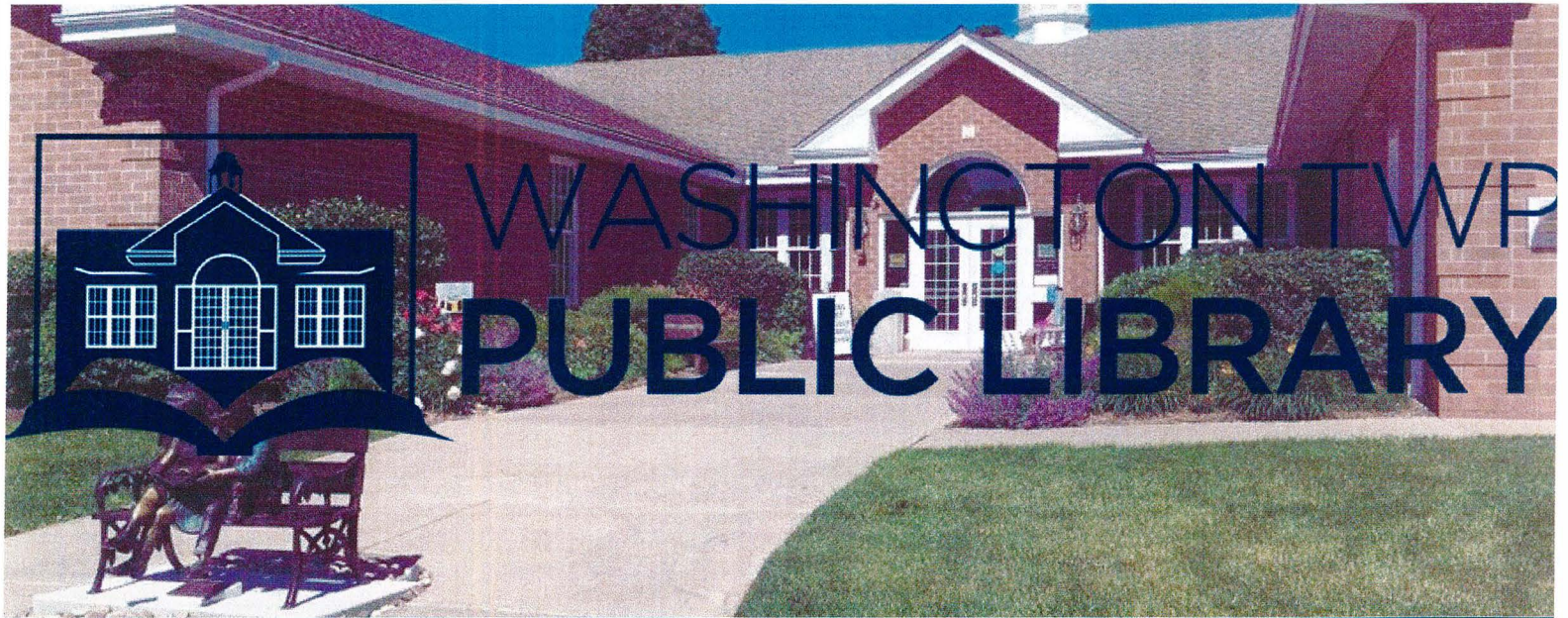
## Staff

---

Executive Director	Amanda Primiano
Assistant Director	Mary Duffy
Head of Marketing	Elizabeth Perle
Head of Circulation & Automation	Melanie Turner
Head of Reference & Adult Programs	Susan Dwyer-Johnson
Head of Children's & Young Adults	Melissa Quarles
Principal Clerk	Dianne Kenny
Circulation Clerk	Kristen Neyer
Circulation Clerk	Lynne Pace
Circulation Clerk	Barbara Sikorsky
Inter-Library Loan Clerk	Joanne Movrich
Senior Reference Librarian	Mike Maggin
Reference Clerk	Scott L. Adams
Reference Clerk	Bill Besold
Reference Clerk	Ethan Czerwinski
Children's Services	Diane Barone
Teen & YA Services	Samantha Angarola
Children's Assistant	Jessica Gonzalez-Wu
IT Support Tech	Raul Remigio







37 East Springtown Road Long Valley, NJ 07853  
908.876.3596 | [www.wtpl.org](http://www.wtpl.org)

## A WORD FROM THE DIRECTOR

Some exciting things occurred this year...

The library migrated its events calendar to LibCal. It allowed for seamless integration with the WTPL website, Main library catalog, and Main app.

Kanopy, a new streaming service which offers classic cinema, foreign films and documentaries as well as television shows and feature films, was made available to WTPL patrons.

In technology, we increased our Internet speed from 50 to 250 Mbps and installed new hardware.

In terms of collections. We added more shelving and additional content to our rapidly growing Large Print Collection.

We increased our purchasing of eContent, to keep up with rising demand.

The Youth Services Department updated the non-fiction collection, weeding older materials and purchasing new content in a variety of subject areas.

Several youth programs were added, to reach new audiences. These included a Pokémon Club and a Friday Fun Storytime.

# ANNUAL REPORT 2023

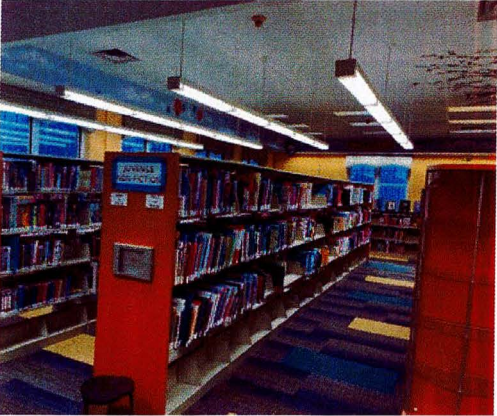




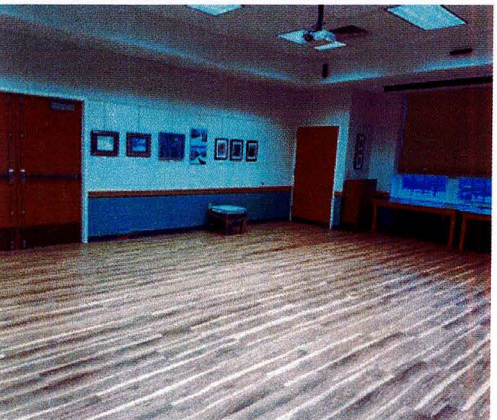
# SPACE PLANNING @ WTPL



**The Library received a long overdue new look in 2023. It received a fresh coat of paint in updated colors, to coordinate with the existing upholstered furniture and green marbled tabletops.**



**The carpet was also replaced throughout the building, with carpet tiles. In Youth Services, anchor tiles in accent colors were placed throughout the area to brighten up the young children's space and make it "pop".**

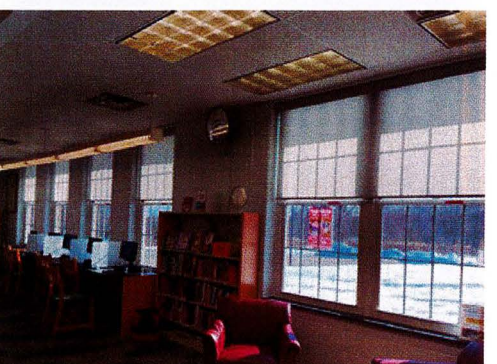


**The Meeting Room carpet was replaced with luxury vinyl tile, to allow for easy clean-up from craft programs and refreshments in this well used space.**



**The old custom valences were removed and neutral colored, light filtering roller shades were installed on the south side of the building, to prevent glare on the public computer screens. Not only do they serve a function, but they enhance the overall space.**

**The furniture was re-arranged to give an open space feeling to the building and open up the floor space.**



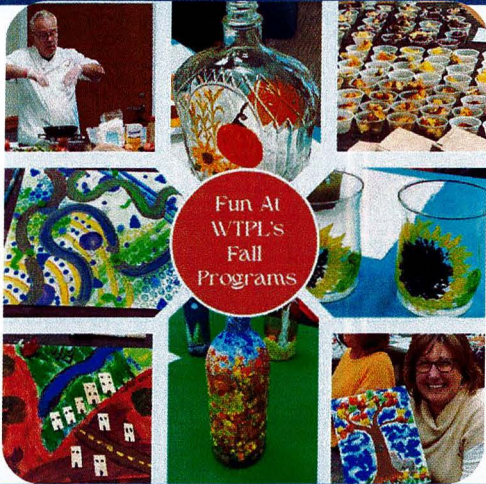
**In addition to this, the library replaced several aging HVAC and boiler parts and also repaired part of an aging roof.**



# MISSION & VISION @ WTPL

The Washington Township Public Library's mission is to enrich the lives of our residents by encouraging them to connect, discover, learn and create.

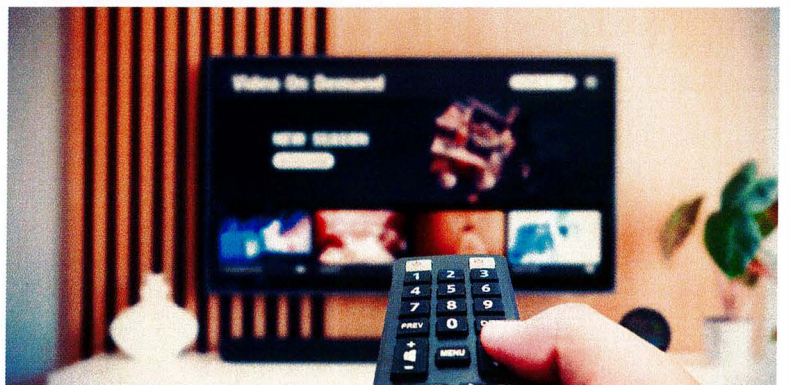
## ENRICH @ WTPL



- Improv & Theater Class for Kids and Teens
- Baby & Sensory Playtimes
- Puzzle Playtimes
- Hatha Yoga with Danielle
- Autumn Brunch with Chef Jay
- Author Talk with Shelby Van Pelt

## CONNECT @ WTPL

- **Libby** - digital books, audiobooks, and magazines
- **Kanopy** - stream classic cinema, indie films, documentaries, and more
- **Hoopla** - stream movies, television, books, audiobooks, music, and Great Courses
- **BrainFuse HelpNow** - real-time, virtual, one-on-one tutoring
- **Ancestry LibraryEdition** - online family history resource
- **Mango** - immersive language-learning platform
- **Consumer Reports** - online access with expanded information for consumers
- **Main Library app** - search, renew, reserve items, and connect to resources
- **TumbleBooks** - a curated database of children's digital content





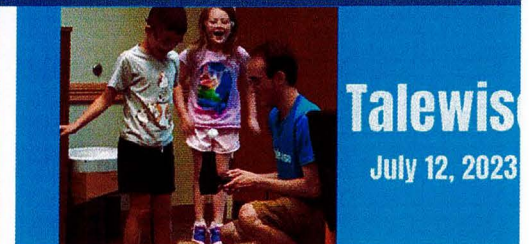
# DISCOVER @ WTPL



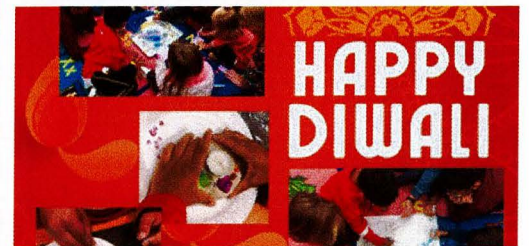
- Peculiar Professions
- Science Tellers
- Museum Passes
- Unique Creates Animal Show
- Colonial Taverns of NJ
- The Pilgrims and the Mayflower

# LEARN @ WTPL

- Diwali Celebration
- Kwanzaa Celebration
- Passport Pals
- Country Eats
- Chess Club
- Genealogy for Beginners
- Organizing for the Unexpected
- Mah Jongg for Beginners

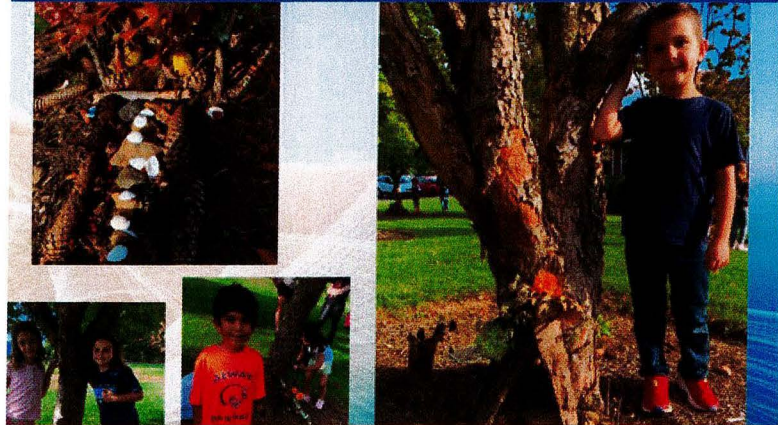


**Talewis**  
July 12, 2023





# CREATE @ WTPL



- Introductory Drawing Classes
- Pumpkin Painting
- Edible Arts
- Fairy Houses
- Lego Club
- Bad Art Night for Grown-ups



# COMMUNITY @ WTPL

- Touch a Truck
- Community Helper Storytime
- Knitting Groups
- WT Recreation Committee - LV Friends of Fishing
- Great Decisions Foreign Policy Discussions
- Monthly Book Clubs
- Girl Scout Gold Award Workshops
- Outreach to Heath Village
- Monthly Puzzle Swap





# WTPL AT A GLANCE

## STAFF

Thank you to the staff for all you do!

Farewell to Carmen and Dylan.

We wish you all the best on your new adventure!

We welcome Diana (Library Assistant), Gracey (Adult Programming Librarian), and Selina (Library Assistant)

## BOARD OF TRUSTEES

- Kathleen McGroarty - President
- Vincent Grayson - Vice President
- Patricia McCarty - Secretary, Superintendent of Schools Alternate
- Mary Grant - Treasurer
- Janet Ark
- Edward Carpenito
- Leah Kacicz
- Neil Szigethy
- Carolyn Krikus, Mayor's Alternate

## FRIENDS OF THE LIBRARY EXECUTIVE BOARD

- Ginger Nathanson - President
- Trudy Zielensky - Vice President
- Marlene Franey - Secretary
- Karen Moll - Treasurer/Membership

Thank you to the community groups, organizations, local businesses, and individuals who have worked together with the library to provide programming and enrich the library's offerings to the community.

## WTPL BY THE NUMBERS

429 Adult Programs

386 Youth Programs

176 Community Group Meetings

1697 Adult Program Attendance

11,551 Youth Program Attendance

868 Community Meeting Attendance

13,497 Days Read (Youth SRC)

117,038 Print Circulation

31,888 Digital Circulation

3059 Reference Interactions

4423 Number of Items added

2669 Wireless Users

546 New Library Card Registrations

57,555 Library Visitors



**MIDDLETOWN THRALL LIBRARY**  
**11 DEPOT STREET**  
**MIDDLETOWN, NEW YORK 10940**

**CONTACT INFORMATION**      DIAL 1-845, THEN:

Main Telephone Number	341-5454
Library Director	341-5485
Children's Department	341-5470
Reference Department	341-5461
Government Information	341-5465
Circulation	341-5456
Local History	341-5454, x117

**REGULAR / WINTER LIBRARY SCHEDULE**

Monday – Thursday	9 AM - 8 PM
Friday	9 AM - 6 PM
Saturday	10 AM - 5 PM
Sunday	12 - 4 pm

**OUR SUMMER SCHEDULE**

Same times as above, except for:

Saturday	10 AM - 2 PM
Sunday	Closed

PLEASE VISIT US ONLINE AT

**[www.thrall.org](http://www.thrall.org)**

for our latest hours, services, events, and more.

**THE THRALL PUBLIC LIBRARY DISTRICT**  
**OF MIDDLETOWN AND WALLKILL**  
**PRESENTS OUR**

**ANNUAL REPORT**  
**TO OUR**  
**COMMUNITY**  
**FOR YEAR 2023**



**PUBLISHED MARCH 2024**

# THRALL PUBLIC LIBRARY DISTRICT OF MIDDLETOWN & WALLKILL

## THE BOARD OF TRUSTEES (2023)

MARLENA F. LANGE, PRESIDENT

FRANCES AMELIO, VICE-PRESIDENT

SHELLEY MILBURN, SECRETARY

TONIA CROWN, FINANCIAL OFFICER

SUSAN WYMAN

EVELYN ORTEGA

BISHOP ROBERT SMITH

## OUR LIBRARY DIRECTOR

MATTHEW PFISTERER

## ADULT REFERENCE & ELECTRONIC SERVICES

Tracy Allen

Robert J. Tiess

## YOUTH SERVICES

Bridget Manigo

## CIRCULATION SERVICES

Linda Pedersen

## GOVERNMENT INFORMATION SERVICES

Jennifer Bradshaw, Gretchen Judge

## ADULT PROGRAMS

Theresa Zacek

# THRALL STATISTICS FOR 2023

- Reference Questions Answered: 12,273
- Items in the Library's Collections:
  - Adult Fiction + Nonfiction Books: 96,298
  - Children's Fiction + Nonfiction Books: 49,027
  - Total Print Materials: 186,119
  - Electronic Materials (eBooks, databases, etc.): 337,237
  - Other Materials (audio, video, etc.): 35,724
  - Grand Total Holdings (print + electronic + other): 559,080
- Additions to the Library's Collections (print, electronic, etc.): 34,081
- Adult Library Items Borrowed:
  - Fiction: 27,385
  - Nonfiction: 15,751
  - Other Adult Materials: 25,859
- Children's Library Items Borrowed:
  - Fiction Books: 22,080
  - Nonfiction Books: 6,592
  - Other Children's Materials: 2,011
- Electronic Content Use: 65,412
- Total Collection Use: 163,079
- Interlibrary Loans of Library Items:
  - Received at Thrall: 19,436
  - Provided by Thrall to the Library System: 29,867
- Library Programs for the Public:
  - Adult Program Sessions: 48
  - Children's Program Sessions: 221 (101 + 120 crochet sessions)
  - Young Adult (YA) Program Sessions: 1
  - NYS Summer Reading Sessions: 106 (56 children + 51 YA)
- Board Meetings: 12
- Public Computer Use (Internet) in the Library: 10,973
- Total Library Visits: 66,879
- Total Library Website Visits: 1,107,018
- Total Library Wi-Fi Usage: 18,150
- Total Operating Fund Receipts: \$ 4,050,360
- Registered Resident Borrowers: 11,886
- Total Service Population: \*59,174 people (\*per the 2020 Federal Census)