



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

(DRAFT until Accepted in meeting)

AGENDA

I. Call to order - 7:30 pm (Following Meet the Candidate Event)

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the Agenda as presented.

IV. E-Rate

V. A. Presentation by Stephen Hoefer, RCLS Chief Financial Officer

B. Internet Safety Policy (ACTION)

VI. Recognition of former Trustee, Robert Quinn.

VII. Privilege of the floor

VIII. Approval of the regular Board minutes of February 10, 2025.

[Action item] RESOLVED that the Board approve the regular minutes of February 10, 2025.

IX. Personnel Appointments

Appoint Tyler Peterson to part-time custodial worker.

X. Finances

a. Financial report for February 2025 – Jack Denman, Finance

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

b. Warrant Schedule for February 2025

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

XI. Update on Calendar for Vote

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

XIII. Revisited Discussion: RCLS Minimum Standards for Member Libraries

a. Bylaws

[Action item] RESOLVED that the Board approve the posting of the Bylaws to the Library website.

- b. Annual Report
- 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
 - ii. Bylaws Committee
- XV. Reports from Partner Groups
 - a. Friends Liaison—Trustee Jim Langlois
 - b. Junior Friends Liaison
- XVI. Reorganization of Board Leadership
- XVII. Privilege of the floor
- XVIII. Executive Session for the Purpose of Discussing Personnel Matters
 - [Action item] RESOLVED that the Board enter executive session
- XIX. Report of Trustee Continuing Education Credits

Next Regular Meeting: April 14, 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.



INTERNET SAFETY POLICY

Introduction

It is the policy of **Goshen Public Library & Historical Society** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Executive Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes in the case of minors.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Children's Internet Protection Act (CIPA) Compliance **01/08/25**

E-Rate

RCLS has participated in the Federal Educational Rate (E-Rate) program since its inception in 1996. E-Rate provides \$6 billion annually to schools and libraries for eligible services, including internet access, telecommunication services, and related equipment.

Category 1

RCLS has consistently applied for E-Rate funding to support its private fiber network, securing a discount of 73% on average. Since 2007, RCLS has received \$3,405,450 in E-Rate funding, which has directly reduced Telecommunication Fees for member libraries. We will continue to pursue these funds each year.

Category 2

An additional \$1,300,000 in E-Rate funding, spread over a five-year cycle, will become available when member libraries document their compliance with the Children's Internet Protection Act (CIPA). These funds will be used to reduce costs associated with software and maintenance subscriptions for Wi-Fi access points (paid for by member libraries) and firewalls (funded through the RCLS IT Capital Fund). Since subscription costs are incurred *regardless* of E-Rate funding, becoming CIPA compliance presents a significant opportunity to lower the cost of IT Service.

Member Library Board of Trustee Checklist

1. Hold a legal public board meeting where the Internet Safety Policy is an item on the agenda.
2. Adopt the Internet Safety Policy at the same legal public board meeting (sample policy template is provided by RCLS).

Member Library Director Checklist

1. Sign FCC Form 479 (provided by RCLS and required annually).
2. Nine libraries to complete "Additional Certification for RCLS Hybrid Support IT Service Libraries" (form provided by RCLS).
3. Sign the Letter of Agency on Library letterhead (sample LOA provided by RCLS).
4. Provide documentation of reasonable public notice of the board meeting, such as a notice in the newspaper or copy of a website announcement.
5. Forward the board agenda, Internet Safety Policy & meeting minutes where the policy was adopted to RCLS.
6. Submit all documentation to RCLS by May 1, 2025 (Hardcopy to Meahgan Doyle at RCLS).

RCLS CIPA Checklist

1. Implement filtering software at member libraries
2. Manage requests to disable the software, add or delete websites from the filtering list.
3. Document annually that the filtering software is functioning.

Additional E-Rate filing responsibilities will be undertaken by RCLS on behalf of the member libraries.

RCLS E-Rate Filing Checklist

1. File Form 470 - Bid services via E-Rate Program.
2. Evaluate bids and select provider.
3. File Form 471 – Applying for discounts.
4. File Form 486 – Start of services.
5. Invoicing – Coordinate discounted invoicing and multi-year payments with vendors and member libraries.

CIPA Information & Requirements

January 8, 2025

The following information is an excerpt from the [E-Rate Website](#).

CIPA

Applicants must certify compliance with the Children’s Internet Protection Act (CIPA) to be eligible for Schools and Libraries (E-Rate) program discounts on Category One internet access and all Category Two services – internal connections, managed internal broadband services, and basic maintenance of internal connections. The relevant authority with responsibility for administration of the eligible school or library (the Administrative Authority) must certify that the school or library is enforcing an internet safety policy that includes measures to block or filter internet access for both minors and adults to certain visual depictions.

In general, school and library authorities must certify that: **(1)** they have complied with the requirements of CIPA; **(2)** they are undertaking actions, including any necessary procurement procedures, to comply with the requirements of CIPA; or **(3)** CIPA does not apply because they are receiving discounts for telecommunications services only.

Requirements

CIPA requirements include the following three items:

1. Internet Safety Policy – Member Library Board of Trustees adopts policy (sample provided by RCLS).

Libraries are required to adopt and enforce an internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with internet access by minors – harmful to minors. “Minor” is defined as any individual who is under the age of 17.

This internet safety policy must address all of the following:

- Access by minors to inappropriate matter on the internet and World Wide Web;
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Unauthorized access including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors’ access to materials harmful to minors.

2. Technology Protection Measure – RCLS implements filtering software that meets CIPA requirements.

A technology protection measure is a specific technology that blocks or filters internet access.

The school or library must enforce the operation of the technology protection measure during the use of its computers with Internet access, although an administrator, supervisor, or other person authorized by the authority with responsibility for administration of the school or library may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. For example, a library that uses internet filtering software can set up a process for disabling that software upon request of an adult user through use of a sign-in page where an adult user can affirm that he or she intends to use the computer for bona fide research or other lawful purposes.

CIPA uses the federal criminal definitions for obscenity and child pornography. The term "harmful to minors" is defined as "any picture, image, graphic image file, or other visual depiction that – (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors."

Decisions about what matter is inappropriate for minors are made by the local community. E-Rate program rules specify that "[a] determination regarding matter inappropriate for minors shall be made by the school board, local educational agency, library, or other authority responsible for making the determination."

3. Public Notice and Hearing or Meeting – Member Library Board of Trustees to provide evidence of Public Notice & Meeting to RCLS.

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing or meeting to address a proposed technology protection measure and Internet safety policy. For private schools, public notice means notice to their appropriate constituent group.

Administrative Authority – Library Director signs Form 479.

The Administrative Authority for a school or library is the entity that must make the relevant certification for the purposes of CIPA. For a school, the Administrative Authority may be the school, school board, school district, local educational agency, or other authority responsible for administration of a school. For a library, the Administrative Authority may be the library, library board, or other authority with responsibility for administration of the library.

If the Administrative Authority is also the Billed Entity, the Administrative Authority certifies on the FCC Form 486 (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form). **If the Administrative Authority is not the Billed Entity, the Administrative Authority must complete FCC Form 479** (Certification of Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act), and submit the FCC Form 479 to the Billed Entity. The Billed Entity then certifies on the FCC Form 486 that it has collected duly completed FCC Forms 479. The Billed Entity does not need to collect FCC Forms 479 when the Billed Entity applies only for telecommunications services.

Documenting CIPA Compliance

Below is a list of the documentation that will be requested to demonstrate CIPA compliance during an audit. A school or library should retain copies of the documentation for each funding year where a CIPA certification is required. Note that documents must be retained for at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.

- A copy of the internet safety policy
- Documentation that the school or library gave public notice and held a public hearing or meeting on the policy
 - For example, a school or library could demonstrate public notice with a copy of a website announcement for a regular school or library board meeting open to the public where the policy will be discussed, or an advertisement in a local newspaper of a county government hearing or meeting where the policy appears as an agenda item. The school or library could also demonstrate that the hearing or meeting occurred with a copy of the minutes of the hearing or meeting and the date it occurred.
 - Since 2011, entities have been required, at a minimum, to keep some record of when public notice was provided and when the hearing or meeting took place (e.g., a copy of the meeting agenda or a newspaper article announcing the hearing or meeting).
- Documentation of the adoption of the policy – for example, approval in the minutes of the hearing or meeting, or documented adoption by a school or library board
- A description of the filtering technology employed
- A report or other documentation on the use of the filtering technology. The documentation should show that the filtering technology was installed and was working during the funding year.
 - For example, a school that purchased filtered internet access could archive a sampling of reports from the service provider of internet sites blocked, or bills from the service provider verifying that the filter was operational. If a school purchased its own filter, it could archive logs produced by its IT staff showing the hours the filter was engaged.
- Copies of the FCC Form 479 and/or FCC Forms 486, as applicable

**Two Year Estimate of E-Rate Discounts
Firewall and Wi-Fi Access Point 3-Year Maintenance Subscriptions
January 8, 2025**

Subscribing to RCLS IT Services	Category 2 Discount Rate ¹	This E-Rate Year 07/01/25 - 06/30/26		Next E-Rate Year 07/01/26 - 06/30/27	
		Cost	E-Rate Discount	Cost	E-Rate Discount
Albert Wisner Public Library	50%	\$ -	\$ -	\$ 8,000	\$ 2,400
Chester Public Library	70%	-	-	3,800	1,596
Cornwall Public Library	50%	7,389	2,217	-	-
Cragsmoor Free Library	85%	3,694	1,884	-	-
Daniel Pierce Library	85%	3,694	1,884	-	-
Ellenville Public Library and Museum	85%	3,694	1,884	900	765
Ethelbert B. Crawford Public Library	85%	7,389	3,768	900	765
Fallsburg Library	85%	-	-	3,800	1,938
Finkelstein Memorial Library	85%	7,389	3,768	-	-
Florida Public Library	70%	-	-	3,800	1,596
Gardiner Library	70%	-	-	4,700	2,226
Goshen Public Library And Historical	60%	15,515	7,516	-	-
Greenwood Lake Public Library	50%	3,694	1,108	1,800	900
Highland Falls Library	70%	-	-	4,700	2,226
Josephine-Louise Public Library	70%	-	-	4,700	2,226
Liberty Public Library	85%	4,588	2,644	-	-
Livingston Manor Free Library	80%	3,694	1,78	-	-
Mamakating Library District	85%	-	-	3,800	1,938
Moffat Library Of Washingtonville	60%	6,258	3,755	8,900	3,420
Monroe Free Library	60%	-	-	3,800	1,368
Montgomery Free Library	70%	-	-	3,800	1,596
Newburgh Free Library	85%	1,788	900	11,800	6,018
Orangeburg Library	40%	3,694	887	900	360
Pearl River Public Library	40%	894	358	5,600	1,632
Pine Bush Area Public Library District	80%	3,694	1,773	-	-
Port Jervis Free Library	85%	8,283	4,528	900	765
Roscoe Free Library	80%	-	-	3,800	1,824
Sloatsburg Public Library	50%	3,694	1,108	-	-
Sunshine Hall Free Library	80%	4,588	2,488	-	-
Thrall Public Library District of Middletown	85%	-	-	9,800	5,610
Tomkins Cove Public Library	80%	-	-	3,800	1,824
Tuxedo Park Library	70%	9,177	4,355	900	630
Valley Cottage Free Library	50%	-	-	3,800	1,140
West Nyack Free Library	50%	-	-	3,800	1,140
Western Sullivan Public Library	70%	3,694	1,551	10,300	5,082
Woodbury Public Library	60%	-	-	9,400	3,816
Totals		\$106,504	\$ 50,150	\$122,200	\$ 54,801
		Total E-Rate Discount	47%		45%

¹ Category 2 Discounts are calculated, in part, by the percentage of students in the school district whose family incomes are at or below 185% of the federal poverty.

CIPA Compliance & Documentation to RCLS By:



**This Year's Filing
May 1, 2025
20 Libraries**

**Next Year's Filing
December 1, 2025
16 Libraries**

**Financial Benefits of becoming Children's Internet Protection Act (CIPA) Compliant
Summary of RCLS IT Services Eligible for E-Rate from 07/01/25 - 06/30/26
January 8, 2025**

Goshen Public Library and Historical Society - Fully Supported			
Category 1 Discount:	60%	Estimated IT Costs:	\$ 15,515
Category 2 Discount:	60%	Estimated E-Rate Discounts:	\$ (7,516) 48%
Cat. 2, 5-Year Budget:	\$ 92,700	Estimated Net Cost:	\$ 7,999
5-Yr. Budget X Cat. 2 Discount = Cat. 2 E-Rate Funds Available to Library:			\$ 55,620

Discounts on Access Points - supported by RCLS IT

Member libraries purchase Wi-Fi access points and 3-year software maintains subscriptions for each access point via RCLS. RCLS installs and maintains this hardware and bills member libraries at cost.

Becoming CIPA compliant allows **100%** of the 3-year software maintenance costs to be eligible for E-Rate.

# of Access Points to be renewed	9	(11 Access Points on support)
Estimated Cost per Device	\$ 894	
Total Cost	8,046	
Category 2 Discount	60%	
Estimated E-Rate Discount	4,828	Library Savings
Net Cost for Access Point Renewals	\$ 3,218	

Discounts on Firewall - supported by RCLS IT

\$ 2,943 GOS IT 10-Year Capital Reserve Contrib.

Member libraries contribute annually to the IT 10-Year Capital Reserve Fund, which supports maintenance, subscriptions and upgrades for the RCLS supported network. One of the largest items this fund supports is the software maintenance subscriptions of the firewalls at each location.

Becoming CIPA compliant allows **60%** of the 3-year software maintenance costs to be E-Ratable.

# of Firewalls to be renewed	1
Estimated Cost per Device	\$ 7,469
% Eligible for E-Rate	60%
Estimated E-Rateable Costs	4,481
Category 2 Discount	60%
Estimated E-Rate Discount	2,689
	IT 10-Year Capital Reserve Savings
Net Cost for Firewall Renewals	\$ 4,780

Consolidated Internet Access via RCLS Private Fiber Network

Member libraries participating in RCLS IT Support have a dedicated fiber network connection to the library building that supports IT services. RCLS has negotiated "dedicated private" internet access via Crown Castle for member libraries to consider.

RCLS surveyed member libraries to be able to provide the following comparison chart:

Internet Provider	Mbps Down	Mbps Up	Annual Cost	Cat. 1 Disc.	Totals
Spectrum	600	35	\$ 2,520	0%	\$ 2,520
Crown Castle	500	500	\$ 11,100	60%	\$ 4,440
The Annual RCLS IT Telecommunications Fee already included					(1,200)
Cost to the library for private fiber internet access					\$ 3,240

(Policy template that meets CIPA compliance)

INTERNET SAFETY POLICY

Introduction

It is the policy of [Add Library Name] to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
OR TO THE FEDERAL COMMUNICATIONS COMMISSION****Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: GOS25
Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority Goshen Public Library and Historical Society	2. Funding Year 07/01/25 - 06/30/26
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3. Mailing Address and Contact Information for Administrative Authority

Street Address, P. O. Box or Route Number

366 Main Street

City Goshen	State NY	Zip Code 10924
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Name of Contact Person

Jocelyn Dixon, Interim Director

Telephone Number 845-294-6606	Fax Number 845-294-7158	Email Address jdixon@rcls.org
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Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

Name of Administrative Authority Goshen Public Library and Historical Society
 Administrative Authority's Form Identifier GOS25
 Contact Person Jocelyn Dixon
 Telephone Number 845-294-6606

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

- a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person	8. Date
9. Printed name of authorized person Jocelyn Dixon	
10. Title or position of authorized person Interim Director	
11. Telephone number of authorized person 845-294-6606	

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

(Please copy this templated letter onto Library letterhead, showing the Library's address.
The library Director should then sign and return the Letter of Agency to Meaghan Doyle at RCLS.)

RAMAPO CATSKILL LIBRARY SYSTEM
LETTER OF AGENCY
FOR E-RATE PROGRAM FUNDING YEARS 2026-2031

This Letter of Agency confirms our participation in the *Ramapo Catskill Library System* E-Rate Consortium for the procurement of all E-rate Program eligible services. I hereby authorize Ramapo Catskill Library System to submit all appropriate forms, e.g. Form(s) 470, 471, 472/474, 486, 498, 500, SPIN Change and Service Substitution Requests, to the Universal Service Administrative Company (USAC) on behalf of our library identified at the end of this letter.

I understand that, in submitting these forms on our behalf, the signatory is making certifications for our library. By signing this Letter of Agency, I make the following certifications:

- a) I certify that our library and branches are a library eligible for support because it is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act and that the library does not operate as a for-profit business, and whose budgets are separate from any schools (including, but not limited to elementary, secondary schools, colleges, or universities).
- b) I certify that our library has secured access, separately or through this program, to all the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.
- c) I certify that the services the library purchases at discounts provided by 47 U.S.C § 254 will be used primarily for educational purposes, see 47 C.F.R. § 500, and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by Federal Communications Commission's (FCC) rules at 47 C.F.R. § 54.513.
- d) I certify that our library has complied and will comply with all program rules, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could also result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional for future years, upon ensuring that the most disadvantaged libraries that are treated as sharing in the service receive an appropriate share of benefits from those services.
- f) I certify that I will retain the required documents for a period of at least 10 years after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the Schools and Libraries program. I certify that I will retain all documents necessary to demonstrate

compliance with statute and Commission's rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discount, and that if audited, I will make such records available to USAC.

- g) I certify that I am authorized to order the eligible equipment and services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted equipment and/or services under this Letter have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone, and that false statements can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider(s). I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to Ramapo Catskill Library System for our entity(ies) participation in the E-Rate program is accurate and true.

Billed Entity/Library Name:

Signature of Authorized Person:

Printed Name of Authorized Person:

Title or Position of Authorized Person:

Date Signed (Month, DD, YYYY): ____/____/____



Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of February 10th, 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 7:03p.m. on Monday, February 10th, 2025.

Attendance:

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

Also in attendance: Jack Denman, Finance Manager; Joslyn Bowling Dixon, Interim Library Director; Emelia Estep, Clerk of the Board.

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the Agenda

Motion: Trustee Robert Karchawer. Seconded by: Trustee Jim Langlois (Approved 5-0-0)*

*Trustee Michael Panzer arrived after this item was resolved.

IV. Presentation by Junior Friends, Fiorello LaBruna

Fiorello proposed a project wherein the Junior Friends, Friends, Town, Village, and Parks and Recreation Department would work together in order to expand nature trails on a piece of land controlled by the Parks and Recreation Department. The proposed role of the Library in this plan would be to help coordinate with the Town, Village, Parks and Recreation Department, etc. and to provide signage for plants, trees, and local wildlife in line with the Library's mission of providing education to the public. Fiorello fielded questions from the Board of Trustees about the project.

V. Privilege of the Floor

Elizabeth Tarvin of Goshen: provided two suggestions for the Library. She first recommended that the Library invest in small tables for patrons on laptops. She recommended adding these tables in the circulation area as well as the lobby. She also recommended that the Library begin using an online system for meeting room reservations. Interim Director Bowling Dixon responded that the Library is working on an online registration system as well as updating information on the Library website.

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

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

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

VII. Finances

Financial Manager Jack Denman presented the Library's January 2025 financial report. He reported that the Library has received \$10,000 from a Bullet Aid Grant. He noted that the Library has paid the final installment for insurance for this fiscal year. He anticipated that the Library would receive PILOT revenue by the end of the month. The Library will be receiving its final 10% of the tax levy in late March or early April.

Financial Manager Jack Denman provided an explanation of the NYLAF account. The NYLAF account is a savings account with a good interest rate which was opened a little more than a year ago. The account represents the Library's operating budget. The interest on this account helps the Library fund operations as its tax levy payments are spaced out through the year and do not begin until three months into the fiscal year. The Key account and NYLAF account are general funds.

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

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

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

b. Warrant Schedule for January 2025

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

Motion: Trustee Emily Collado. Seconded by: Trustee Jim Langlois. (Approved 6-0-0)

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

The Board of Trustees discussed the proposed 2025-2026 Budget with Financial Manager Jack Denman.

[Action item] Tax Cap Override

RESOLVED that the Board approve the Tax Cap override.

WHEREAS, the adoption of this FY2026 budget for the Goshen Public Library & Historical Society requires a tax cap levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS, General Municipal Law Section 3-c expressly permits the Library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Goshen Public Library & Historical Society voted and approved to exceed the tax levy limit for FY2026 by at least the sixty percent of the board of trustees as required by state law on February 10, 2025.

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

The Board wished for it to be noted that beyond staffing matters that have already been discussed, there will be no change to roles or additional staffing for the next few months.

The Board discussed the Calendar of the Vote. Individuals seeking to be elected as new Trustees can pick up the necessary packet as of February 19th, 2025.

[Action item] RESOLVED that the Board approve Emily Collado, Vice President of the Board as Chairperson of the Vote for the election scheduled for April 9th, 2025.

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

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

Interim Director Bowling Dixon gave an overview of stats for the Library, updated the Board on research she has done into a new credit card for the Library, and discussed moving ahead with plans for the Tech Lab and Maker Space. Interim Director Bowling Dixon also gave the Board an overview of the contents of the Library's storage space and it was agreed to close the storage space, moving the few usable materials into the Library building and discarding the remaining contents.

X. Webmaster Contractor

[Action item] RESOLVED that the Board approve contracting with Devine Design for designing a new website, and a support package.

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

XI. Patron Privacy Policy

The Board discussed the Library's patron privacy policy, and the enforcement of the Library's privacy policy by staff.

XII. RCLS Minimum Standards for Member Libraries

- a. Bylaws
- b. Annual Report

The Board discussed meeting minimum standards and agreed to revisit these topics during the March 2025 meeting.

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- Trustee Heather LaBruna informed on the recent Historic Journal reception which had over 40 attendees.
- ii. Bylaws Committee

XIV. Reports from Partner Groups

a. Friends Liaison—Trustee Jim Langlois

The Friends Group will be having Sue Gardiner, the Warwick Historian, on March 8th, 2025 on Colonial Farm Records of Orange and Ulster.

Junior Friends Liaison—Trustee Tina Fortugno

The Junior Friends are planning an Open Mic Night in late March. They are also planning a Growing Up in Goshen Local History Storytelling event in late April.

XV. Privilege of the Floor

Harlene Kresse of Goshen, NY expressed that she and the CSEA are hopeful and appreciate the effort of the Board of Trustees and Negotiating Committee, and that they are eager to finalize negotiations.

David Fruhling of Goshen, NY expressed his interest in running for the Board of Trustees in the upcoming election.

XVI. Executive Session for the Purpose of Discussing Personnel Matters

[Action item] RESOLVED that the Board enter executive session at 8:32pm

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

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

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

[Action item] RESOLVED that the Board end the meeting of December 9th, 2024 at 10:46pm

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

Next Regular Meeting: Monday, March 10th, 2025.

Submitted by: Emelia Estep, Clerk of the Board

**Goshen Public Library and Historical Society
Statement of Activities**

	A	B	C	D	E	February 1 - 28, 2025 and YTD Jul 1, 2024 - June 30, 2025			K	L	M					
1				MONTH				YEAR TO DATE				FULL YEAR		FULL YEAR		
2				Feb 24/25	Budget	Over/(Under) Bud	24/25 Act YTD	YTD Bud	Over/(Under) Bud	% of Budget	Budget 24/25	Debt 24/25	% of Budget			
3	Income															
4	Real Property Taxes			-	-	-	1,758,617	1,758,617	-		1,954,019					
5	Real Property Taxes-Bond			-			-	-	-		-	496,194		0%		
6	PILOT Revenue			62,392	5,083	57,309	62,392	40,667	21,725	153%	61,000					
7	RCLS Grants			-	417	(417)	5,350	3,333	2,017		5,000					
8	Other Grants			-	83	(83)	10,000	667	9,333		1,000					
9	Library Charges			151	458	(307)	4,104	3,667	437		5,500					
10	Appropriated Reserve			-	-	-	-	-	-		40,000			0%		
11	Friends of the GPLHS			500	208	292	4,045	1,667	2,378		2,500					
12	Donations			-	-	-	-	-	-		-					
13	Interest Income			3,942	1,000	2,942	26,697	8,000	18,697		12,000					
14	Total Income			66,985	7,250	59,735	1,871,205	1,816,617	54,588	103%	2,081,019	496,194		73%		
15	Expense															
16				(Over)/Under Bud			(Over)/Under Bud									
17	Total Salaries & Wages			73,772	87,176	13,404	640,231	742,078	101,847	86%	1,133,293	-		56%		
18	Employee Benefits															
19	FICA			4,541	5,405	864	39,220	46,288	7,068	85%	70,264					
20	Medicare			1,062	1,264	202	9,093	10,744	1,651	85%	16,433					
21	Worker's Compensation			-	667	667	3,905	5,333	1,428	73%	8,000					
22	Unemployment Insurance			1,481	833	(648)	4,340	6,667	2,327	65%	10,000					
23	Disability Insurance			(70)	583	653	(580)	4,667	5,247	-12%	7,000					
24	Health Insurance			12,854	16,417	3,563	113,169	131,333	18,164	86%	197,000					
25	Retiree Health Insurance			-	-	-	-	-	-	0%						
26	Vision Care			102	125	23	759	1,000	241	76%	1,500					
27	State Retirement			-	-	-	122,527	102,000	(20,527)	120%	102,000					
28	State Retirement-Arrears			-	-	-	-	-	-		40,000					
29	Direct Deposit Fees			248	100	(148)	2,108	800	(1,308)	264%	1,200					
30	Total Employee Benefits			20,218	25,394	5,176	294,541	308,832	14,291	95%	453,397	-		65%		
31	Library Materials/Services															
32	Books - Adult			3,045	3,500	455	30,978	28,000	(2,978)	111%	42,000					
33	Books - Teen			29	500	471	692	4,000	3,308	17%	6,000					
34	Books - Juvenile			52	1,333	1,281	3,501	10,667	7,166	33%	16,000					
35	Reference Databases			-	358	358	2,303	2,867	564	0%	4,300					
36	Serials			-	667	667	3,889	5,333	1,444	73%	8,000					
37	AV			-	333	333	2,865	2,667	(198)	107%	4,000					
38	AV - Audio Books			-	333	333	1,469	2,667	1,198	0%	4,000					
39	AV - Audio Music			-	83	83	-	667	667	0%	1,000					
40	Museum Passes			100	150	50	1,290	1,200	(90)	108%	1,800					
41	E Content			-	1,583	1,583	11,993	12,667	674	95%	19,000					
42	Total Library Materials/Services			3,226	8,842	5,616	58,980	70,733	11,753	83%	106,100	-		56%		
43	Building			(Over)/Under Bud			(Over)/Under Bud									
44	Equipment			-	200	200	-	1,600	1,600	0%	2,400					
45	Building Repairs/Improvement			210	833	623	2,685	6,667	3,982	40%	10,000					
46	Utilities			7,158	4,167	(2,991)	38,787	33,333	(5,454)	116%	50,000					

Goshen Public Library and Historical Society
Balance Sheet
General Fund
As of February 28, 2025

	A	B	C	D	E	F	G	K
1								
2								
3								
4						28-Feb-25		
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28-Feb-25

ASSETS

Current Assets

Checking/Savings

Cash - Key - Current year funds

136,162.14

Total Key Balance

136,162.14

NYLAF

1,200,235.85

Cash - Orange County Trust

5,407.94

Petty Cash

99.25

Total Checking/Savings

1,341,905.18

Total Current Assets

1,341,905.18

TOTAL ASSETS

\$ 1,341,905.18

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

10,895.57

Accrued Expenses

-

Real Property Tax Advance

.

Payroll Liabilities

6,333.12

Total Other Current Liabilities

17,228.69

Total Liabilities

17,228.69

Equity (Total Assets less Total Liabilities)

1,324,676.49

TOTAL LIABILITIES & EQUITY

\$ 1,341,905.18

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 02/28/25

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

NO CAPITAL ACTIVITY

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, post on website 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
- Request alpha listing for signatures & absentee ballot labels.

March

- March 3, 2025 – Advertise Meet the Candidates
- March 5, 2025 – Second Legal Notice (Indy).
- March 5, 2025 – Deadlines for petitions.
- March 5, 2025 - Signatures need to be verified
- March 6, 2025 – Drawing for ballot position, update ballot sheet, print ballot sheets,
- March 6, 2025 - Post Mock Ballot on website send out absentee ballots.
- March 7, 2025 – Second Legal Notice (Chronical)
- March 10, 2025 – Confirm Date & Time with Election Officials in letter
- March 10, 2025 – Meet the candidates 7pm
- March 11, 2025 – Finalize Newsletter
- March 12, 2025 – Send Newsletter to printer
- March 19, 2025 – Third Legal Notice (Indy)
- March 21, 2025 – Third Legal Notice (Chronical)

April

- April 1, 2025 – Update sandwich board and place outside
- April 2, 2025 – Fourth and final legal notice (Indy)
- April 4, 2025 – Print out voter registration list and set up binders
- April 4, 2025 – Fourth and final legal notice (Chronicle)
- April 7, 2025 - Shop for snacks for election officials, print out lunch menus
- April 8, 2025 – Setup Community Room (Room is reserved from 3:00 on)
- April 9, 2025 – Election Banner goes out first thing in the morning
- April 9, 2025 – Vote

Director's Report

Joslyn Bowling Dixon, Interim Director

Discussion items

1. RCLS Road Trip

In 2023, RCLS member libraries, including Goshen Public Library, participated in a program called the RCLS Road Trip. The Road Trip encouraged patrons to visit as many RCLS libraries as possible over the course of the summer. The program had over 3,500 participants, generated over 12,000 library visits system-wide, and 114 people visited all participating libraries. Program materials were provided to member libraries by RCLS at no cost. The Road Trip Committee also hosted staff training sessions to explain the program and go over all available resources, including digital marketing materials, printables, etc. For the summer of 2025, the committee is making changes to the format based on staff feedback from the previous program. To finalize the TBA concepts and create materials, RCLS requested that libraries opt in or out by February 24. Thank you to Ann Roche, Local History Room Clerk for working with me and providing a number of fun facts to choose from to submit. See included promotional items.

2. Follow Up

A. Email migration

As requested at the January 2025 board meeting, Charles DeYoe, Interim IT Director and I coordinated with Martha Sullivan, Software Support Specialist at RCLS, to par down the emails to using the Outlook platform vs Outlook and Gmail for workplace communication. In addition, here is a draft of the email signature to be included in the new email addresses included in an effort to convey a cohesive, professional library brand:

Charles DeYoe (he/him)
Interim Head of IT
Goshen Public Library & Historical Society
366 Main Street
Goshen, NY 10924
(845)294-6606 x115



B. Maker space purchases

Per the budget approved at the January 2025 board meeting, purchased a Cricut t-shirt press, a Cricut 3 machine and support subscriptions.

Total Bullet Grant budget: \$20,000

Total remaining after Cricut purchases as of February 2025: \$19,066.81

See included receipts, and note that taxes have been refunded (tax exemption)

C. Red Cards <https://www.ilrc.org/red-cards-tarjetas-rojas>

On February 18, Meaghan Doyle, the Community and Digital Equity consultant reached out to RCLS directors and notified us that RCLS, would fund creation of Red Cards by request. I requested a set of Red Cards for the library in Spanish/English.

D. February Statistics Overview

The library was closed or delayed in opening several times in February because of inclement weather and village water main breaks, which impacted library visits, and patron information interactions across the board. Interestingly, the closings did not negatively impact on the circulation statistics for physical and e-content; the figures held steady and in the case of e-content, increased. In addition, despite the multiple delayed openings/closings, the meeting room demand, and usage also increased.

RCLS Road Trip 2023: Prizes

Search this Guide

Search

Between June 26th and September 8th, RLCS libraries throughout Sullivan, Rockland, Orange, and southern are inviting people of all ages to participate in the RCLS Road Trip Program.

- [Home](#)
- [Participating Libraries](#)
- [Prizes](#)
- [Map](#)
- [FAQ](#)

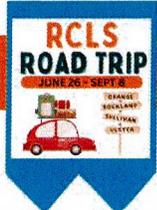
GENERAL INFORMATION



As you make your way through RCLS libraries, remember to pick up your prizes along the way! The only thing you need to do is tell library staff when you have accumulated enough visits to receive a prize.

WHAT ARE THE PRIZES?





Prize List

<p>1st Library: Sticker</p> 	<p>5th Library: Lollipop</p> 	
<p>15th Library: Water Bottle</p> 	<p>25th Library: Picnic Cutlery</p> 	<p>35th Library: Fanny Pack</p> 

47th Library: Custom RCLS Road Trip T-Shirt!

Explore libraries this summer....

RCLS Road Trip

Sponsored by Senator James Skoufis



RCLS Road Trip Tic-Tac-Toe

The perfect Road Trip game! Be the first to complete a horizontal, vertical or diagonal line by reading the items in the boxes.

<p>A non-fiction book</p> <hr/> <p>Name of Book</p>	<p>A banned book</p> <hr/> <p>Name of Book</p>	<p>A graphic novel or comic book</p> <hr/> <p>Name of Book</p>
<p>A book recommended by a teacher</p> <hr/> <p>Name of Book</p>	<p>A book with a doctor or nurse</p> <hr/> <p>Name of Book</p>	<p>A book with an animal as a main character</p> <hr/> <p>Name of Book</p>
<p>A book about friendship</p> <hr/> <p>Name of Book</p>	<p>A book about a music or art</p> <hr/> <p>Name of Book</p>	<p>A book about a favorite sport or hobby</p> <hr/> <p>Name of Book</p>



Fw: Your Order Confirmation # Is 155959455

From Erica Gati - GOS <egati@rcls.org>

Date Tue 3/4/2025 6:31 PM

To Joslyn Dixon - GOS <jdixon@rcls.org>

From: Cricut <cricut@et.cricut.com>

Sent: Wednesday, February 12, 2025 4:53 PM

To: Erica Gati - GOS <egati@rcls.org>

Subject: Your Order Confirmation # Is 155959455

cricut.

Order confirmed



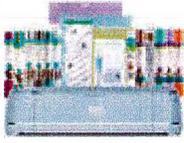
Hi Goshen Public Library,

Thank you – your order #155959455 is confirmed. Your order may be split into multiple boxes, and may ship at different times. Each box will have its own label and tracking number.

To review your order and its progress any time, visit [My Account](#).

Thank you for shopping on cricut.com!

Order Summary



Cricut Maker® 3 + Essentials Bundle + Cricut Access™ Subscription

Qty1 **\$359.00**



Extend Product Protection 3 Years

Qty1 **\$69.99**

Subtotal	\$428.99
Shipping	\$0.00
Discount (Access 10%)	-\$7.00
Tax	\$34.29
Total	\$456.28

Billing and Payment

Goshen Public Library
 366 Main St
 Goshen, NY, 10924-1614
 US
 Phone: 8452946606

Shipping Address

Goshen Public Library
 366 Main St
 Goshen, NY, 10924-1614
 US
 Phone: 8452946606

Payment Method:

*3221



Fw: Your Order Confirmation # Is 155960115

From Erica Gati - GOS <egati@rcls.org>
Date Tue 3/4/2025 6:31 PM
To Joslyn Dixon - GOS <jdixon@rcls.org>

From: Cricut <cricut@et.cricut.com>
Sent: Wednesday, February 12, 2025 5:01 PM
To: Erica Gati - GOS <egati@rcls.org>
Subject: Your Order Confirmation # Is 155960115

cricut.

Order confirmed



Hi Goshen Public Library,

Thank you – your order #155960115 is confirmed. Your order may be split into multiple boxes, and may ship at different times. Each box will have its own label and tracking number.

To review your order and its progress any time, visit [My Account](#).

Thank you for shopping on cricut.com!

Order Summary



Cricut Autopress™ + Everything Materials Bundle

Qty1 **\$399.00**



Extend Product Protection 3 Years

Qty1 **\$169.00**

Subtotal	\$568.00
Shipping	\$0.00
Discount (Access 10%)	-\$56.80
Tax	\$41.54
Total	\$552.74

Billing and Payment

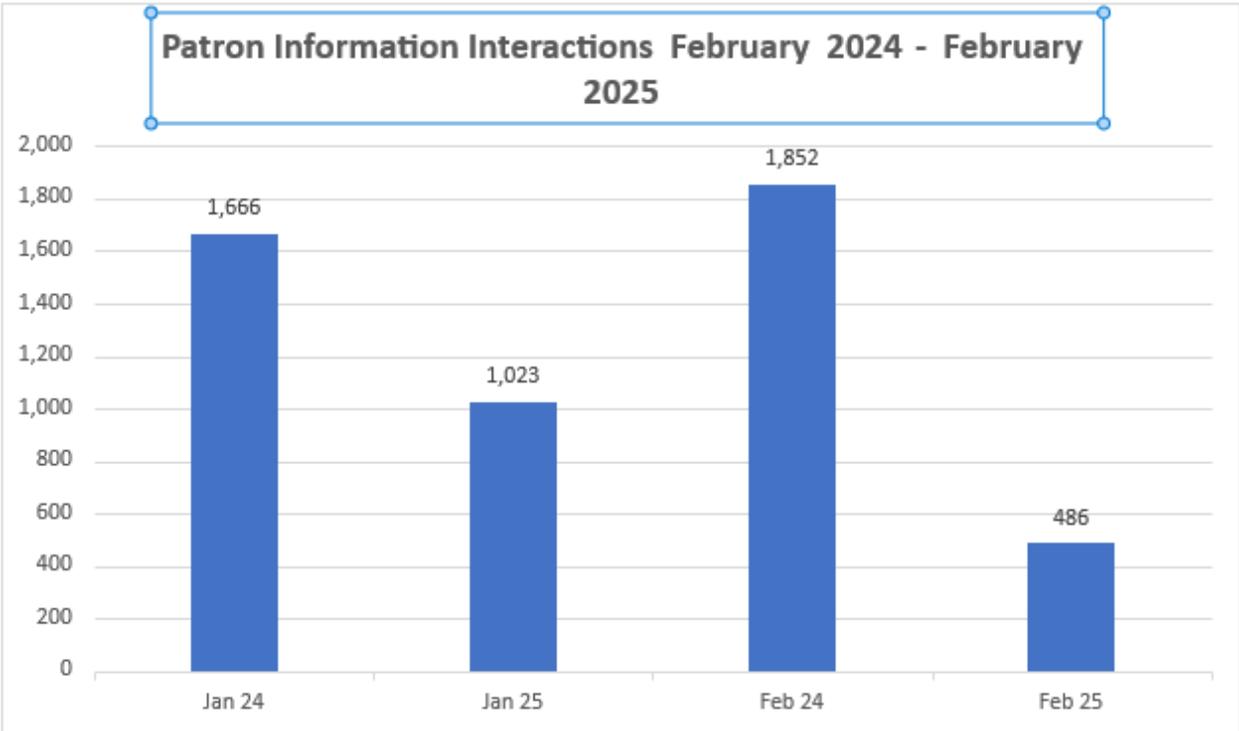
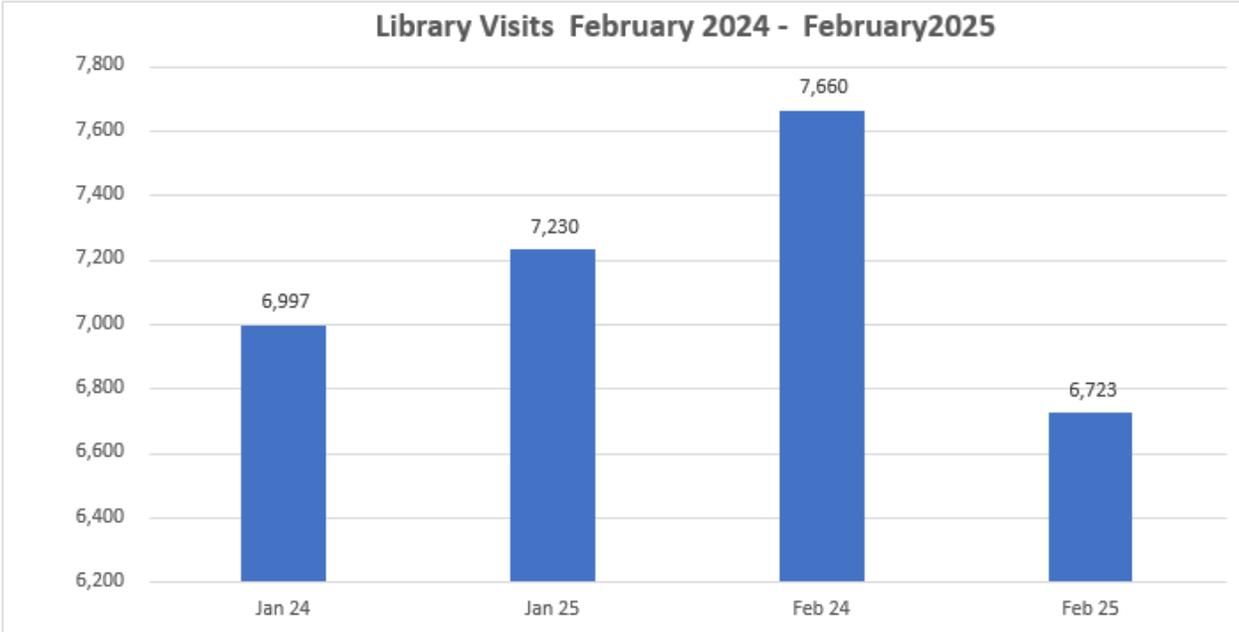
Goshen Public Library
366 Main St
Goshen, NY, 10924-1614
US
Phone: 8452946606

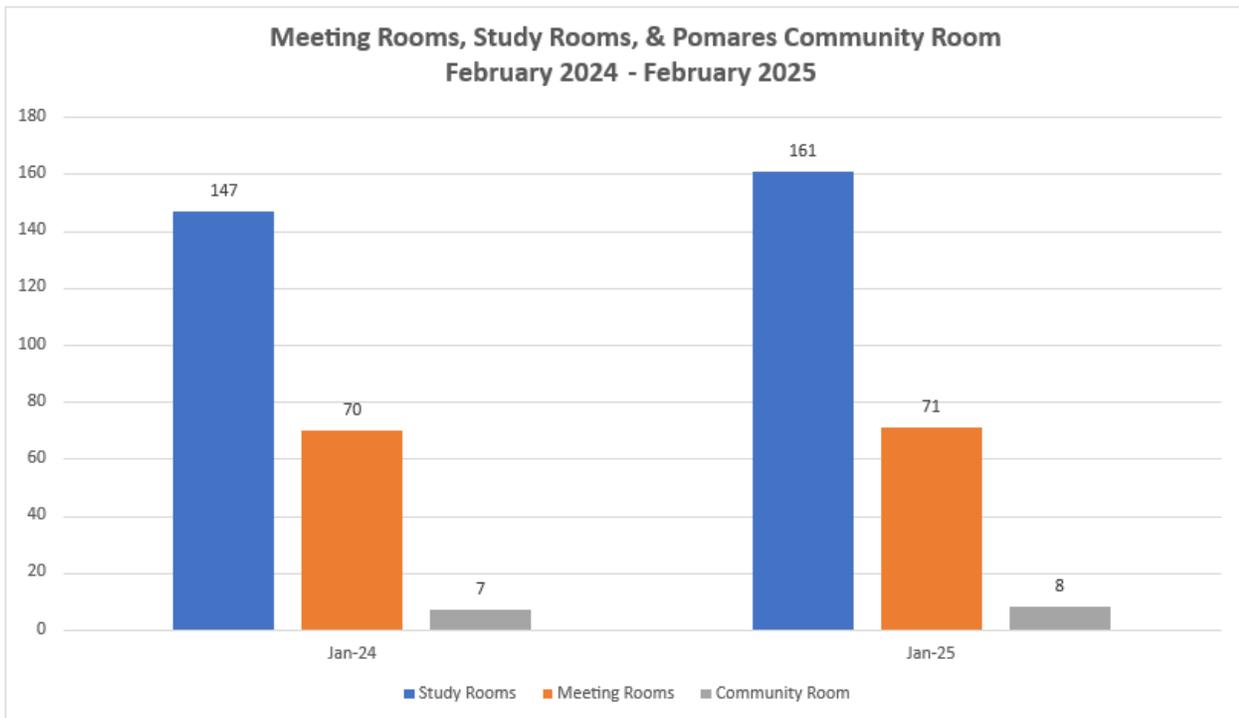
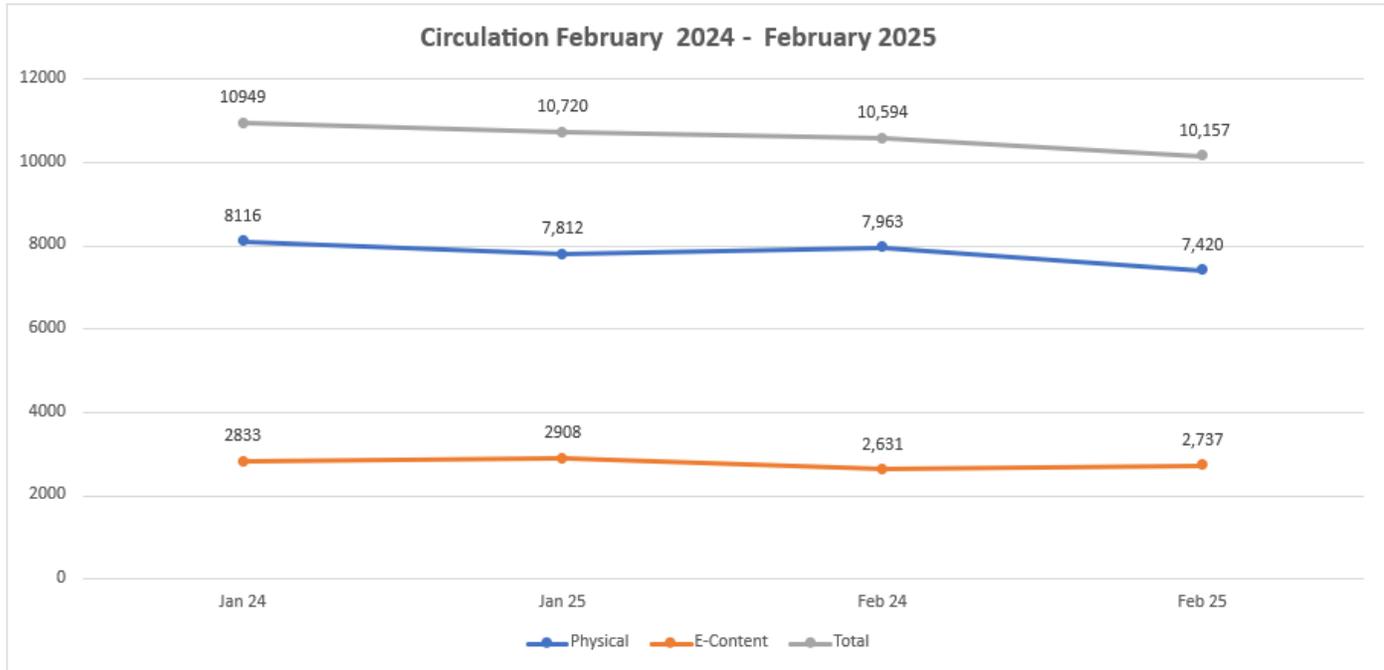
Shipping Address

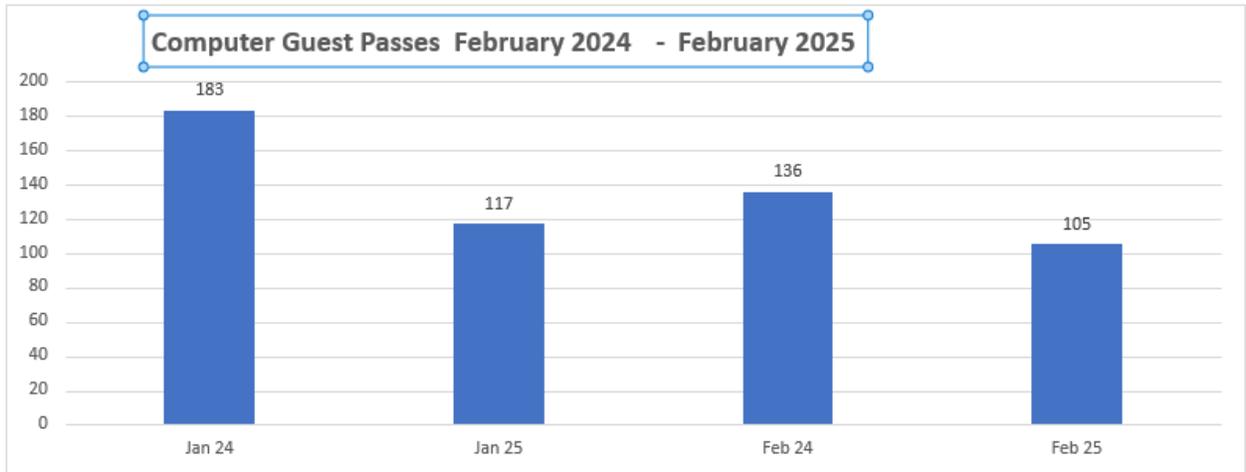
Goshen Public Library
366 Main St
Goshen, NY, 10924-1614
US
Phone: 8452946606

Payment Method:

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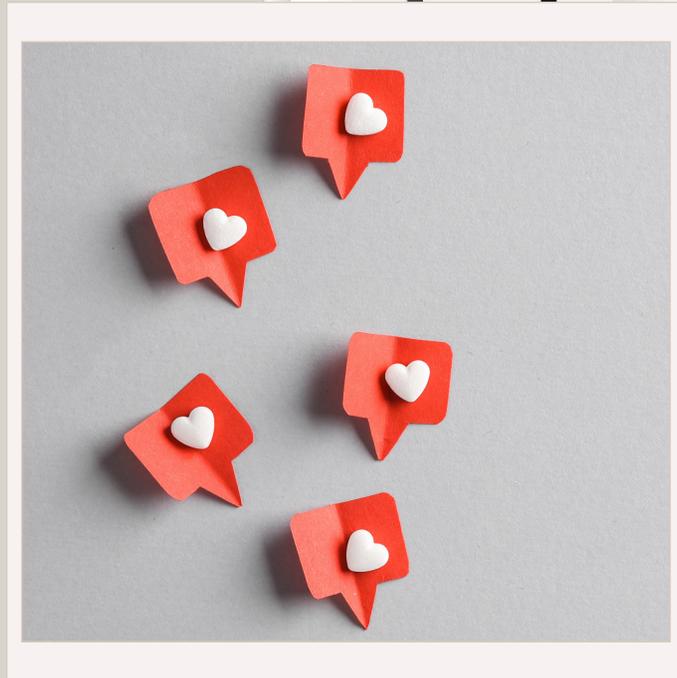
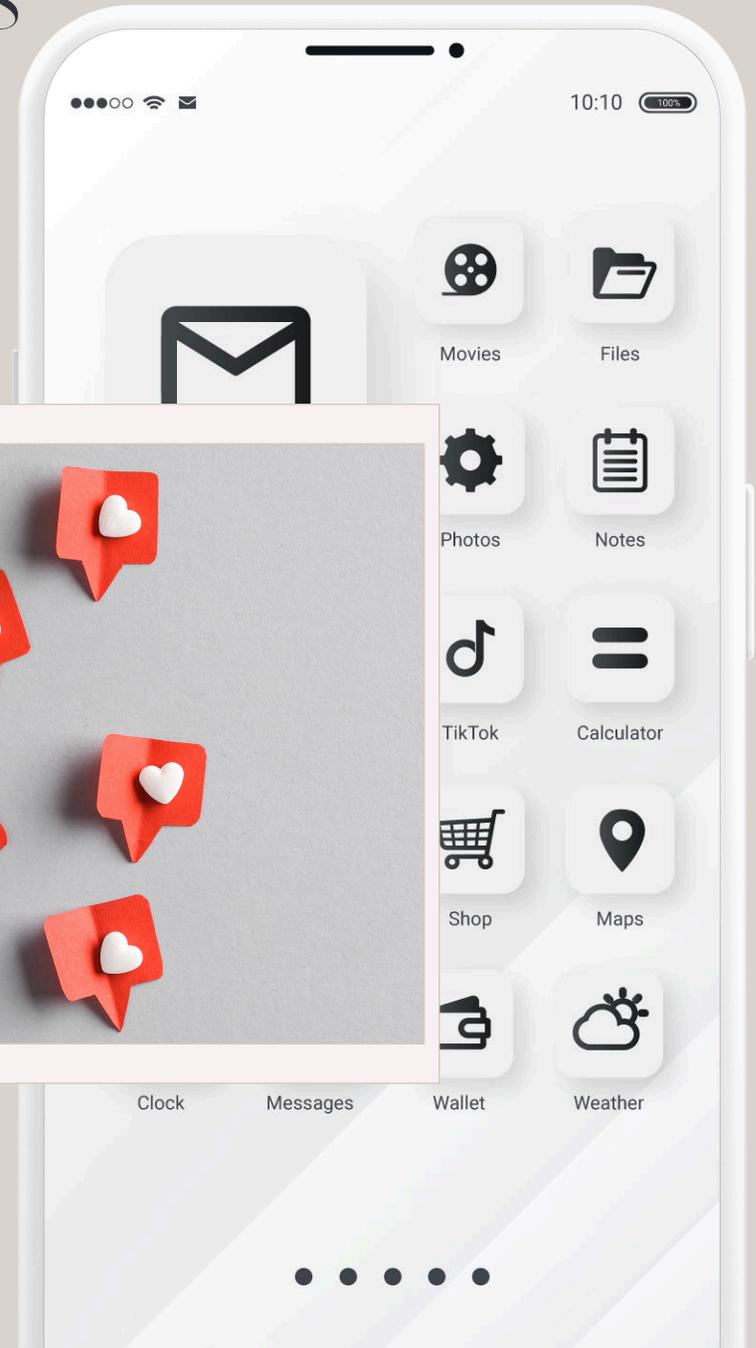






MARKETING & COMMUNICATIONS

Monthly Report Presentation
Board Meeting Date March 10, 2025



FEBRUARY 2025



www.Goshenpubliclibrary.org



KITTYRUBERTE-SMITH@RCLS.ORG

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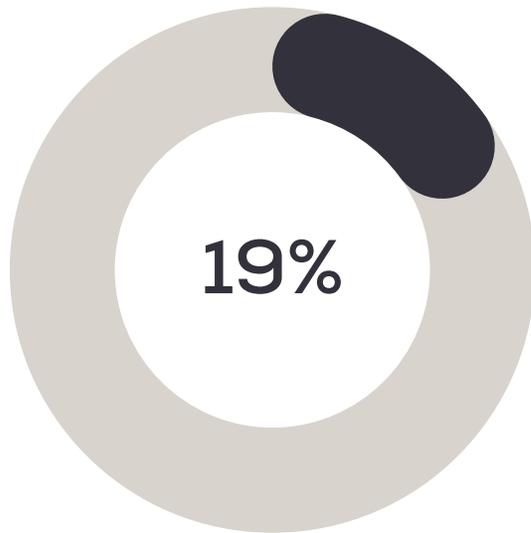
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SOCIAL MEDIA INSIGHT

FACEBOOK



content interaction up 19%

February 2025

3K FOLLOWERS	28.7 kviews
3.1K REACH	51 posts
700 CONTENT INTERACTION	29 Link clicks

January 2025

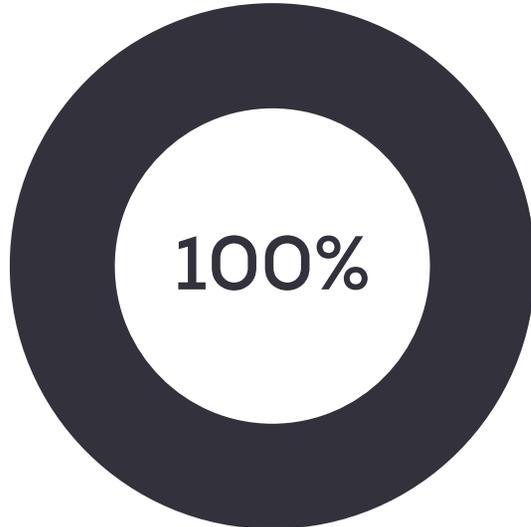
3K FOLLOWERS	36.5k views
5.2K REACH	51 posts
664 CONTENT INTERACTION	4 Link Clicks

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 100 %

February 2025

1.3K FOLLOWERS	10.7 views
3.2K PAGE REACH	37 posts
1.1K CONTENT INTERACTION	203 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 106

Confirmed
Registration 314

Wait List
Registration 15

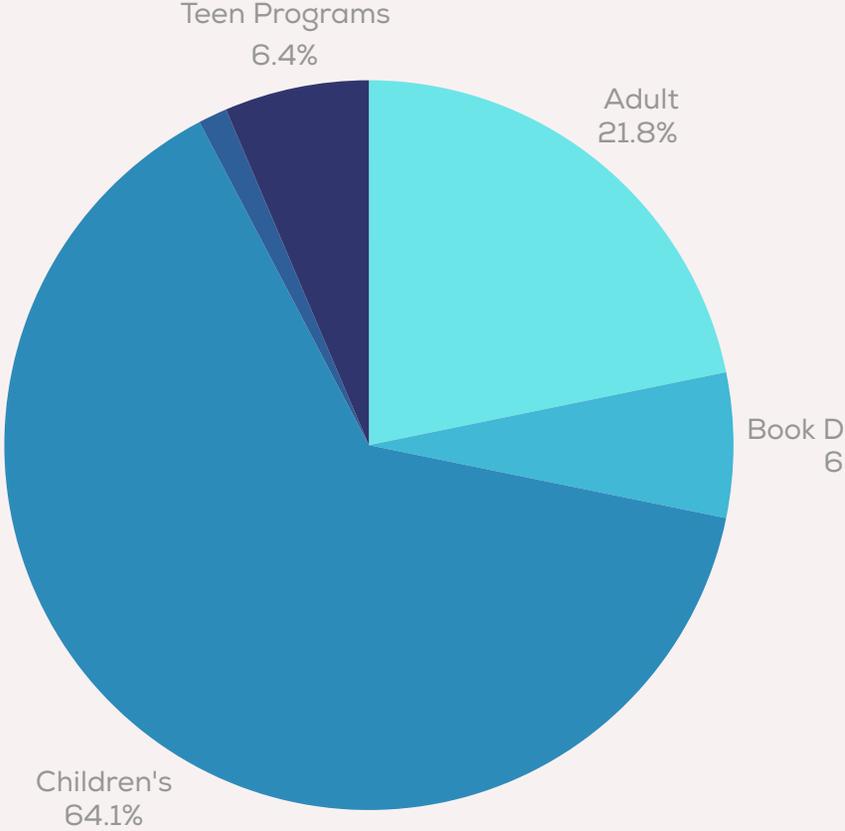
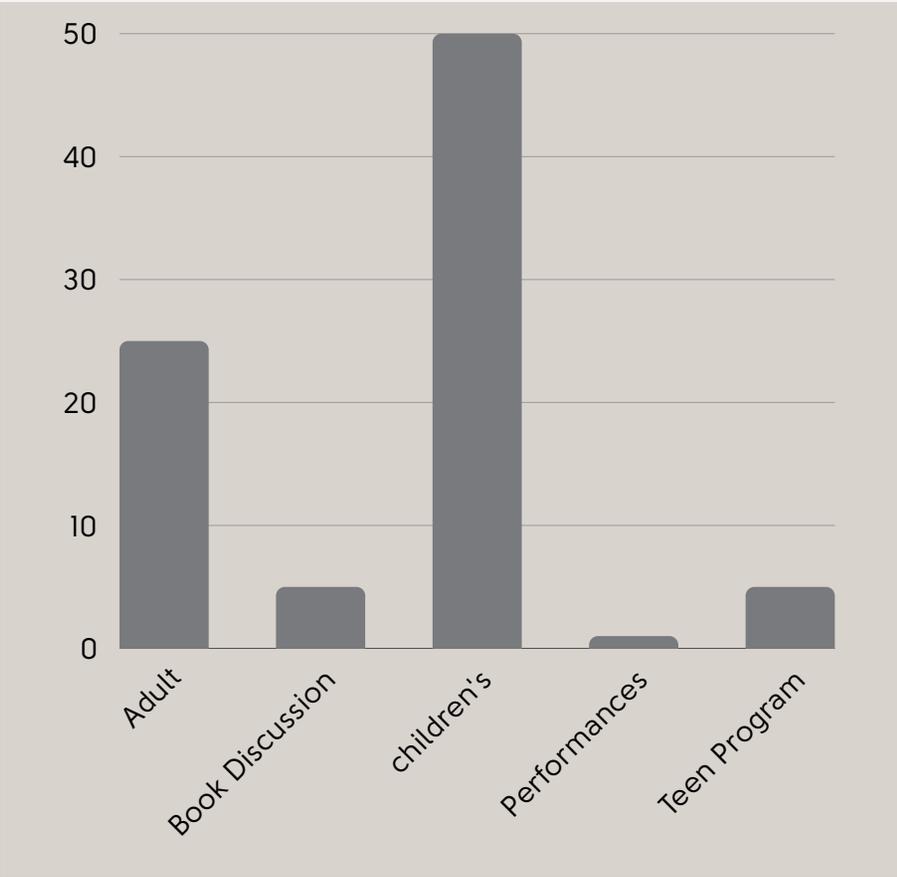
Cancelled
Registrations 30

Actual Attendance
125

Anticipated
Attendance 103

Confirmed
Attendance 7

PROGRAM CATEGORY DISTRIBUTION



Future Plans:

For the month of March, I plan to enhance the library's social media presence through the promotion of the Strabooks Challenge campaign. This interactive program encourages patrons to complete 8 different tasks at the library, helping them explore and familiarize themselves with the library's offerings. By completing the tasks, participants earn a coffee pick-me-up and a chance to win a raffle prize, with the requirement of being 18 and older to participate. To boost visibility, I will create engaging content across our social media platforms, including teaser posts, event reminders, and user-generated content, encouraging participants to share their experiences. This campaign will not only drive traffic to our physical space but also increase engagement on our social media channels, fostering greater community connection and awareness of the library's valuable services.

THANK YOU

IT report for March 2025

Charles DeYoe

Basic statistics for February:

1-on-1 tech help sessions: 5

Total public PC users: 374

Total time patrons spent on public PCs: 329 hours 36 minutes

Average PC session length: 38 minutes

Total monthly Wi-Fi users: 5,268 (down from 5,548 in January)

Average Wi-Fi users per day: 188.14 (up from 178.97 in January)

Our computer systems have needed some maintenance: one of the staff computers had a docking unit that failed and had to be returned to Dell via warrantee. The circulation department has had a number of issues with updates causing problems and print jobs not going through correctly. These have largely been resolved. One of our self-checkout stations is starting to undergo hardware failure and is to be replaced under warranty within the next few days.

I have been in touch with Devine Design, the new website developer. The deposit for our new site has been sent and I've reached out to department heads so that we can form a web development committee. Devine Design has started preproduction and things are progressing smoothly.

I have also been planning the Technology Lab/Makerspace, which I understand is on hold. I have prepared a list of items we could buy that we'd be able to implement easily and start the lab (attached), with the opportunity to expand in the future. The list does not include furniture that may be necessary to transform our ground floor meeting room into a proper technology lab.

Tech Lab/Makerspace equipment:

Item	Price	Description
Epson Perfection V850 Pro Photo Scanner	\$1,299.00	Allows users to scan things (including photo negatives) in high resolution, creating high-quality digital images
Epson EcoTank Photo ET-8550 printer	\$749.99	Prints in large format (up to 13x19 borderless). The EcoTank design should save money in the long run by not requiring ink cartridges. Patrons can easily create prints of photographs they scan
Mac Mini with 512 GB storage	\$799.00	A Macintosh computer capable of running creativity programs
IdeaPad 5 2-in-1 (2 2-in-1 laptops)	\$714.40 (\$1,428.80 for two)	A laptop that can be used for basic digitization/creativity programs as well as for basic tech training/classes
Creality Ender 3 V3 SE - 3D printer	\$219.00	Basic 3D printer, small, fast, capable. Compatible with current systems and materials.
PLA+ 1.75mm 3D printing filament (2 spools)	\$25 (\$50 for two)	Filament to be used with the 3D printer. What we currently have from the old 3D printers is so old it may not work reliably.
LG 32UP550N-W UltraFine UHD Monitor	\$449	A 4k-capable monitor, necessary for high-end digital creativity. To be used with Mac Mini
Sewist 721 sewing machine	\$399	Sturdy, mechanical sewing machine
Epson SureColor F170 Dye-Sublimation Printer	\$449	Dye-sublimation printer, useful for printing onto plastic – useful for creating T-shirts or eventually mugs if we get a mug-press in the future. Our head of marketing/PR believes that this could be useful for the library
Epson DS Multi-Use Transfer Paper - 8.5" x 11" - 100 Sheets	\$18	Dye Sublimation printers cannot print on normal paper – this is necessary to print onto.
CZUR ET24 Pro book scanner	\$649	Book scanner, useful for digitizing and sharing local history materials

Total cost: \$6,509.79

Memorandum

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

REFERENCE SERVICES

March saw around 500 questions answered. From travel guides to tv series, the Adult Services staff helped patrons find what they were looking for. Patrons tried to improve themselves with new hobbies, learned about investing and prepared for tests. We found information on elder law, and writing screenplays. A renewed interest in the Wizard of Oz has popped up, likely due to the new release of Wicked on DVD. Sometimes patrons are interested in something that is not available at any RCLS library, however sometimes we are able to get those materials through InterLibrary Loan services. This month we were able to supply an article from a 48-year-old issue of Scientific American. We were also able to finally say “yes, we have tax forms.” The state does not ship forms until mid-February every year, and patrons are always clamoring for them starting in January.

Our library is full of readers, but limited in space. A regular part of collection maintenance is ‘weeding’, or removing materials that have reached the end of their library lifespan through lack of circulation or poor condition. The regular weeding process for the general fiction was completed recently. It is especially challenging when every book goes out, just not at the same time. The whole process creates room to make a more inviting, vibrant shelf to browse for books.

While it may look like circulation numbers are lower than last year, weather and water main breaks account for much of it. Physical audiobooks are noticeably down, however we continue to see record usage for digital content. About half of all digital circulation is for audiobooks. In February there were 909 audiobooks borrowed on Libby and 364 audiobooks borrowed through Hoopla.

Select Adult Collections Circulation	2025	2024
New Fiction	467	579
New Nonfiction	179	178
Fiction	866	909
Nonfiction	597	671
Large Print	360	366
Audiobook	77	143
DVDs	351	521
Videogames	104	127
Puzzles & Board Games	34	25
Museum Passes	2	8

Date: January/February 2025
Phone calls: 6
Emails: 5
Visitors: 15

January and February were very busy months in the local history room. We had requests for information on "Decker's Pharmacy"; Oliver Crane. The city of Cecil Ohio is celebrating the history of their town. The founder was Oliver Crane who was born in Goshen. He also loved Goshen so much he founded Goshen Indiana when he settle and died.. the trolley; the "DuRite Club"; family histories etc.

In January we had an open house regarding the "The History Journal" It was very well attended. There were speakers and an old film about a parade in Goshen in the 50's. 212 Journals have been purchased and very well received.

Battle of Minisink Monument – Jared Russell owner of Benedict Monuments will get back to us in the Spring when the weather is warmer. He will be cleaning the monument before placing it inside the library.

In April there will be a collaborative event among historical societies at the Town of Woodbury Senior Center. This year's theme will be "50 people that shaped Orange County". We will be submitting at least 5 people that had an impact on Goshen's history.

331 artifacts have been entered in our Past Perfect database (Don Aitcheson and Liz Digiorgio)

Approximately 145 maps have been catalogued by our volunteers Mary Kay Jankowski and Hilde Quinn.

Patrons have been using the microfilm reader-printer for various projects.

Donations: World War One Bayonet; photographs of local businesses.

Showcase: Valentines Day; Black History.

Submitted by:
Ann M. Roche

February 2025 Stats

Memorandum

To: Board of Trustees

From: Amber Kirkwood, Head of Programming and Community Engagement

Re: Monthly Report

Children Programming:

February was a calm and wonderful month full of LOVEly programming. Virginia had a very successful “Roll for Love” special on February 12th where kids learned probability through fun dice games and won prizes. Lynn had a really cool Scrabble Valentine craft for her STEM program “It's All Fun and Games”. I showed appreciation for Black History Month by having a themed Bingo where kids learned about popular iconic figures, like Fredrick Douglas and Mae Jemison and inventions they use every day that they maybe didn't know where made by African Americans. Toy prizes were given out by a Black owned company called Teni and Tayo. Rosa’s Sensory and Bilingual Storytimes continue to do very well. Kathy’s Tunes and Tales is an amazing new highlight, as it progressively pulled more kids every program. Clarisa’s “Let the Pokegames Begin” has been filled EVERY SINGLE week. They have been great additions to the program family.

Program Attendance:

Storytimes:

Wee Read :

February 3rd –20

February 10th – 23

February 24th - 8

Circletime :

February 3rd – 2

February 10th - 2

Snuggle Up:

February 3rd - 14

February 10th – 11

Tunes and Tales :

February 4th – 25

February 11th –18

February 18th –22

February 25th - 37

Toddletime :

February 5th – 24

February 12th – 18

February 19th – 32

February 26th - 28

Bilingual Storytime :

February 13th – 9

February 20th – 13

February 27th - 10

Fun Friday Storytime :

February 7th – 22

February 14th – 15

February 21st – 45

February 28th – 28

Sensory Storytime :

February 1st - 14

Asynchronous:

February Scavenger Hunt – 50

Bookopoly - 33

Connect 4 Reading Challenge - 30

Specials:

Fetching Reads :

February 6th – 7

February 20th – 7

It's All Fun and Games :

February 10th – Scrabble Valentine – 5

Let the Pokgames Begin:

February 11th – 12

February 18th – 12

February 25th – 12

Wednesday Specials:

February 5th – Checkered Creations - 8

February 12th – Roll for Love - 20

February 19th – Black History Bingo - 10

February 26th – Charm Em All – 13

Boardom Busters:

February 14th - 8

February 21st – 6

February 28th - 4

Future Plans and Ideas:

We're ending Gaming at Goshen this March and have started preparing for Spring. The theme chosen is "Find Your Peeps at the Library" with a focus on inclusion! Our character of choice are the Spring friendly, insanely sugary Peep (Bunny and Bird) which you will see fill the Children's Room. Programming officially starts the week of April 7th. For the end of March, I have been working with Amy Gargiulo, Scotchtown's school librarian, with organizing a massive School Tour for all their kinds, Kindergarten to 2nd grade. We have 6 mornings devoted to showing the kids the library and having a few craft and game stations. We think this will be a cool and formative collaboration between the public and school libraries to help push children to become "Library Kids" at a very young age.

Adult Programming

February was my first official month as Interim Head of Adult Programming. The one program I lead was the Pregame Kickoff Party held on February 7th. It was a fun afterhours event where adults got to eat, drink and play games. Trivia was a hit as well as a Football toss game. Overall, it was an interesting and entertaining evening. Wellness Wednesdays continues to do well and I have met Geena and Janice and am excited to work with them moving forward. Mahjong is a great addition to the library with people really enjoying a Sunday afternoon learning and playing this classic game at the library. The Blue Hearts Quartet had an amazing turn out as music programs here continue to bring lots of patrons to the library.

Program Attendance:

Book Clubs:

February 1st – Saturday Book Club – 14

February 7th – Cookbook Club - 5

February 13th – Horror Book Club - 4

Wellness Wednesdays:

February 5th – Gentle Yoga – 6

February 12th – Gentle Zumba – 6

February 19th – Gentle Yoga – 4

February 26th – Gentle Zumba - 6

Let's Learn Mahjong :

February 2nd – 19

February 9th - 9

Specials:

February 5th – Card Making - 10

February 7th – PreGame Kickoff Party – 19

February 16th - Blue Hearts Jazz Quartet - 28

February 21st – Goshen Writers Group – 2

February 22nd – Martin Luther King Jr’s Iconic Orations - 10

Asynchronous:

February Spice of the Month – 7

Winter Reading Challenge – 33 Registered, 23 Completions

Your Next Chapter (February 2025 – 12 Badges

Candy Bar Cross Sections - 33

Future Plans and Ideas:

For the month of March we are transitioning from Winter to Spring, and ending our “Game On” theme with a Murder Mystery event on March 26th where adults can come and enjoy light appetizers and see a fun comedic show where they can help in figuring out who murdered Mr. Rhino! On the 19th, we are having Diva Dance Studio teach a Line Dancing class to popular songs (its just not Country music anymore)! I am hoping that the class will be popular, and we can continue to have teachings of other sought after dances in the months to come. April will kick off my official first season of adult programming and I'm really excited to show you what we have coming up.

Submitted by Amber R Kirkwood – Head of Programming and Community Engagement

Memorandum

To: Board of Trustees

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

Date: February 28, 2025

Re: Children's/Young Adult Department February 2025 report

Due to multiple weather delays and closures several of our regularly scheduled programs had to be cancelled and rescheduled this month. I know everyone was excited that we were able to hold our fun candy challenge this month, featuring the chance to taste dill pickle jelly beans among other unusual candy flavors! The pickle jelly beans were given a resounding thumbs down by almost everyone who tasted them (including staff members), we did have one person who claimed to like them. I suppose this proves definitively that there is something for everyone! For our teen try-it this month we made yarn monsters. This is an easy craft that requires only a few materials but results in endlessly creative versions. Attendees had a great time making their unique monsters!

We hosted a homeschool group this month for an art based program. During the program the attendees were treated to a drawing lesson from Krystal who led them through a step by step lesson on drawing a Medusa. It was great to see all of the unique versions of Medusa that resulted from the instructions. This is a wonderful way to reinforce creativity by teaching the basics steps of the drawing process but encouraging and allowing for creativity and individual expression. The participants were thrilled with the results and we look forward to having more drawing lessons from Krystal in the future. After the lesson, the kids were invited to decorate ceramics and participate in other art based craft activities to finish up the program. They all had fun while learning some new things about art and drawing.

Finally we held a Youth Services Department meeting this month to finalize our planning for spring. We discussed programming, displays, upcoming events and staffing for the upcoming months. Everyone is very excited about the spring theme and had many great ideas for how to incorporate it into the department.



Yarn Monsters



GOSHEN PUBLIC LIBRARY & HISTORICAL SOCIETY 2024 ANNUAL REPORT



GOSHEN PUBLIC LIBRARY & HISTORICAL SOCIETY YEAR IN REVIEW 2024

+8%

Visitors
94,166



Library Card Sign-ups
672

+3%



Questions Answered
16,711



Programs

Children
302 programs
5720 attendance

Teens
113 programs
1355 attendance

Adults
203 programs
2431 attendance

Circulation

+3%

Checkouts

132,624

100,979 physical -1%

31,663 digital +20%

Museum Passes

12 Passes

146 Checkouts

Library of Things

75 Things

452 Checkouts

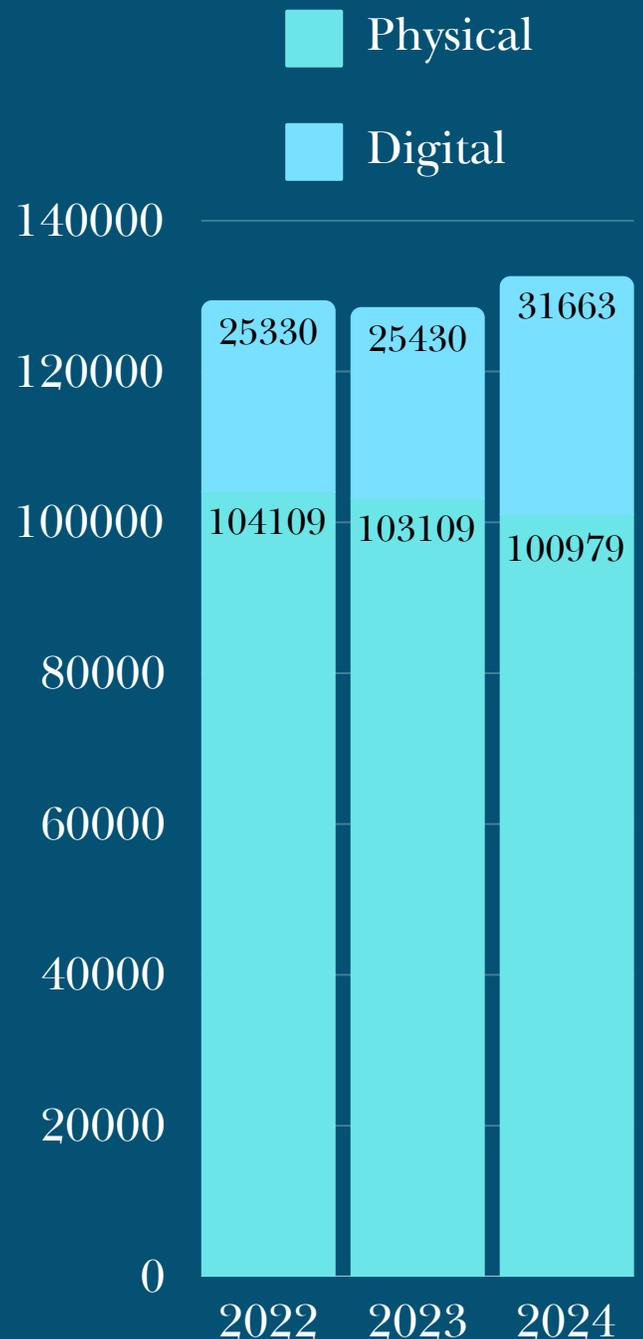
Rooms

Study Rooms

1859

Meeting Rooms

761



Proposed 2025-2026

Operating Budget

OPERATION

Books, Print & e-Resources \$ 118,100

Programs 69,000

Building & Maintenance 72,400

Technology 71,000

Other Operations 47,301

Insurance 42,000

Utilities 53,000

Professional Fees 43,500

Library Supplies 11,340

Total 527,641

PERSONNEL

Professional 1,175,791

Pension & Benefits 508,448

Total 1,684,239

Gross Budget 2,211,880

Less: Other Revenue (179,700)

Net Budget-Tax Levy \$ 2,032,180

Current Library Board Members

Tina Fortugno – President, **Emily Collado**

– Vice President, **Heather LaBruna**–

Secretary, **Michael Panzer** – Auditor of

the Bills, **Jim Langlois & Robert**

Karchawer – Trustees

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.

In 2024, The Goshen Public Library & Historical Society continued to serve with distinction not only as traditional place for access to information and resources, but also as a welcoming hub, community connector, and the heart of the village of Goshen. The robust support and use of the library is evidenced by the 8 percent increase in visitors and the 3 percent increase in new library card holders in 2024. Be sure to check out our new Year in Review Infographic, crafted by our talented Adult Services Manager, Ruth Mallard. Visitors to the library may have noticed our new collaborative, thematic approach to programming across youth services, young adult, and adult services that we launched in the last quarter of 2024. The benefits of this approach allow time and space for staff to collaborate across departments and help to minimize the likelihood of redundant programming. It also provides a cohesive marketing foundation for us to layer with all of the good things we love about the resources and learning opportunities libraries provide which keep our patrons coming for more: in 2024, the Goshen Public Library hosted 302 Children's programs for 5720 attendees, 113 programs for Teens, with 1355 attendees and 203 Adult Programs for 2431 attendees. The library teams are hard at work on our next library wide program theme, Meet Your Peeps @the Library, with the annual summer reading program to follow. While you wait in anticipation for the next library program theme drop, don't forget to use your card and take advantage of the Museum Passes and Library of Things collection of games and puzzles. In 2024, 146 patrons checked out the Museum Passes, saving hundreds of dollars in entry fees to popular museums and historic sites across the state. Special shout out to and thank our Friends of the Library for underwriting the purchase of the passes for the library, and for all that they do to support the library. Be sure to stop by the Friends' Bookstore in the library lobby and please do consider becoming a member. The Local History Department closed out 2024 with the publication launch of the incredible History Journal, Vol. 1. For a donation of \$15, so many Greater Goshen residents snagged their own personal copy of this historic tome or brought them as gifts, the library entered its second printing round! Copies are still available at the Friends bookstore. Vol. 2 is in the works, stay tuned... Lastly, I feel privileged to have served here during my extended tenure, navigating the Goshen Public Library and Historical Society through this period of transition on the road to pass the baton to the next director. Thank you to the library board, library staff, and Goshen community for the heartfelt welcome, encouragement and support. I wish you all the best in 2025 and beyond.

In Service,

Joslyn Bowling Dixon

Interim Director

Goshen Public Library and Historical Society

