



Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of May 12, 2025
Immediately following the Reorganization Meeting starting at 7:00 pm
(DRAFT until Accepted in meeting)

AGENDA

- I. Call to order - 7:00 pm
- II. Pledge of Allegiance
- III. Appointment of Clerk of the Board and Clerk of the Vote
- IV. Review and Approve Agenda
[Action item] RESOLVED that the Board approve the Agenda as presented.
- V. Privilege of the floor
- VI. Approval of the minutes of the April 14, 2025 Board meeting.
[Action item] RESOLVED that the Board approve the minutes of April 14, 2025 Board Meeting.
- VII. Finances
 - a. Financial report for April 2025 – Jack Denman
[Action item] RESOLVED to approve the financial report for April 2025 as presented.
 - b. Warrant Schedule for April 2025
[Action item] RESOLVED to approve the April 2025 warrant schedule as presented.
- VIII. April 2025 Director's Report – Rose Chiocchi, Library Director. How was your first day?
- IX. Committee Reports
 - a. Standing Committees
 - i. Physical Resources Committee - Discussion of upcoming maintenance projects and timeline.
 - ii. Community Resources Committee - None
 - iii. Human Resources - None
 - iv. Sunshine Committee - None

- b. Ad Hoc Committees
 - i. Historical Society Committee – See attached notes. Bob Quinn in attendance.
- X. Reports from Partner Groups
 - a. Friends: Upcoming events
 - May 10th Ed Connor’s lecture “The Church Park Historic District”
 - July 5th & 6th GAW Book Sale
 - August 16th Big Band Concert
 - b. Junior Friends
- XI. Open Items Discussion:
 - a. Tech Lab
 - b. Website Updates
 - c. Pollinator Garden
- XII. Executive Session
[Action item] RESOLVED that the Board enter Executive Session
- XIII. RCLS IT Services (Action Item)
- XIV. Privilege of the floor
- XV. Report of Trustee Continuing Education Credits
- XVI. Adjournment
[Action item] RESOLVED that the monthly meeting of the Board of Trustees adjourn.

Next Regular Meeting: June 9, 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

Annual Reorganization Meeting

Monday, May 12, 2025 at 7:00 pm

(DRAFT until Accepted in meeting)

AGENDA

I. Call to order - 7:00 pm

II. Appointment of Secretary Pro Tem to record the meeting minutes

RESOLVED that the Board appoint the Secretary Pro Tem

III. Pledge of Allegiance

IV. Review and Approve Agenda

RESOLVED that the Board approve the Agenda as presented.

V. Reorganizational Resolutions

a. Designation of official banks

RESOLVED that library funds be deposited in one of the following banks:
Key Bank, Orange Bank and Trust Company, and M&T Bank.

b. Designation of official newspapers

RESOLVED that the newspapers of record are *Goshen Independent* and
The Chronicle.

c. Designation of official meeting day and time:

RESOLVED that the regular monthly meetings of the Board of Trustees
will be held on the second Monday of each month at 7:00 p.m.

Goshen Public Library and Historical Society Board of Trustees

Regular Meeting of April 14, 2025

Draft

I. Call to order

A regular meeting of the Board of Trustees of the Goshen Public Library and Historical Society (GPLHS) was called to order by President Emily Collado at 7:02 p.m. on April 14, 2025.

Attendance:

Board members present: Emily Collado, Tina Fortugno, Michael Panzer, Heather LaBruna, Julie Markey, Alison Newman, Lynn Tabbott. Also in attendance: Rose Chiocchi, newly hired library director. Absent: Jack Denman, financial manager.

II. Introduction of New Trustees

After introducing Trustees Markey, Newman and Tabbott, all newly elected trustees, including incumbents Collado and LaBruna, recited and signed trustee oaths. These oaths were notarized by Notary Public Salvatore LaBruna.

III. Review and Approve Agenda

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

*The date of the May meeting was corrected to read May 12, 2025.

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

IV. Formation of Nominating Committee

[Action item] RESOLVED that the Board approve the Nominating Committee.

This committee will present a slate of nominees for board offices to be voted on at the next regularly scheduled meeting on May 12, 2025. The committee consists of two members.

Trustees Panzer and Fortugno have volunteered to serve in this capacity.

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

V. Approval of the regular Board minutes of March 10, 2025, and special meeting minutes of April 7, 2025

[Action item] RESOLVED that the Board approve the regular meeting minutes of March 10, 2025, as amended.*

d. Appointment of Attorneys

RESOLVED that the Library use the resources of the law firm of J&G Law, LLP Attorney Ben Gailey, 158 Orange Avenue, Walden, NY as primary legal counsel for library matters and for instances in relation to the Goshen Central School District.

RESOLVED that the Library use the resources of Norton & Christensen Law Offices, 60 Erie Street, Goshen, NY where specialized legal expertise is needed.

RESOLVED that the Library use the resources of Greenwald & Doherty, 30 Ramland Road, Suite 201, Orangeburg, NY where specialized legal expertise is needed.

e. Presentation of Slate and Election of Officers

Slate of Officers to be elected:

President

Vice President

Auditor of the Bills

Secretary

RESOLVED that Secretary Pro Tem casts the vote.

e. Committee Assignments

Physical Resources

Community Resources

Human Resources

Sunshine Committee

VI. Privilege of the floor

VII. Adjournment

RESOLVED that the annual reorganization meeting of the Board of Trustees adjourn.

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.

*Correction to spelling of names of Trustee Jim Langlois and Clerk of the Vote Sandra Delgado in Item X. Adding last names of Town Historian Michelle Figliomeni and Junior Friends of the GPLHS member Fiorello LaBruna in Item XIV.

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

[Action item] RESOLVED that the Board approve the special meeting minutes of April 7, 2025, as presented.

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

VI. Personnel Appointments

[Action Item] RESOLVED that the Board formally approve the appointments of Lynn Banghart to full-time Librarian I and Anne Tichy to part-time clerk.

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

VII. Finances

In the absence of Financial Manager Denman, the financial report for this meeting was presented by Trustee Panzer, who serves as Auditor of the Bills.

Special thanks were given to the community for approving the Library's budget for the upcoming year in the vote on April 9, 2025. Trustee Panzer reports that the big takeaway for this month is that the library is currently under budget. The last check from the Goshen Central School District has been received. For new Trustees, background was given for the Library's Key, NYLAF and Community Foundation of Orange & Sullivan accounts, as well as how school district payments to the library are made. Trustee Panzer mentioned that there was a plan for meeting with library accountants soon. Because the Library hasn't had an audit in a few years, an audit has been recommended by the library's accountants before the start of the new fiscal year on July 1. With a two-month lag in some bill payments, possible ways to improve processing were discussed. Karen Golding, Head of Children's and Young Adult Services, provided an explanation on how, when and by whom Library credit cards are used to Trustee Tabbott.

On the warrant report, Trustee Panzer pointed out some of the larger expenses for the month, including an \$18,000 payment to Bradbury Miller Associates, the firm hired to assist with the Library's director search.

[Action item] RESOLVED that the Board approve the financial report for March 2025 as presented.

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

[Action item] RESOLVED that the Board approve the March 2025 warrant schedule as presented.

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

VIII. Approval of Amendment to Bylaws

To ensure consistency in when Board offices are filled following the Library's annual election and budget vote, the Board suggested amending Article II ("Meetings"), Section 1 ("Organizational Meeting") of the Board of Trustees of the Goshen Public Library & Historical Society's Bylaws to read (change in italics): "The organizational meeting of the Library will be held in accordance with NYS Education Law at the *second regularly scheduled meeting* after the annual election, the date of which will be determined by Board resolution."

[Action item] RESOLVED that the Board approve the amendment to the Board of Trustees of the GPLHS's Bylaws.

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

IX. Open Items Discussion

This discussion centered on items awaiting resolution following the departure of former the former Interim Director.

- Filling the position of Clerk of the Board. There was a discussion about filling this position, which involves regular Board meeting attendance, meeting note-taking, assembling of Board packets and serving as Clerk of the Vote, among other duties.
- Tech Lab grant from Assemblyman Brian Maher. This 2023 grant totaled \$27,500 and is earmarked for makerspace technology and supplies. Interim IT Director Charles DeYoe is working on getting this tech space up and running in time for Assemblyman Maher's visit on August 12, 2025.
- GPLHS website. The revamped GPLHS website is slated to be online by May.
- RCLS email. Library employee email addresses are currently being switched to RCLS email addresses.
- Pollinator garden. This is a partnership with O&R Utilities. Discussion included where this relationship stood and who was in charge of upkeep. Golding of Children and Young Adult Services mentioned that O&R plans to return for more programming, including weekly offerings. Possible library contacts for this project are DeYoe and Amber Kirkwood (Head of Programming and Community Engagement).
- BILCO landscaping contract. Trustee Panzer will follow up with Denman to ensure a spring contract is being paid.

- Offsite storage. Erica Gati (Human Resources) and Gustavo Lopez (Building Maintenance) are working on sunsetting the storage unit, which currently houses material from the old building. Discussion included the potential for an on-site shed, which President Collado will be looking into.
- Strategic plan. This is part of RCLS's requirements for member libraries and will be on new Director Chiocchi's to-do list.
- Battle of Minisink monument. The monument will be moved into the Library at a future date, weather-dependent. Trustee Fortugno mentioned that careful thought and cultural consideration need to guide the final language on the monument's display and guide any accompanying events or presentations on the monument.
- Local History Room. Trustee Panzer expressed concern on the sunlight entering the Local History Room, which could potentially damage materials kept there. Trustee Fortugno reiterated her offer to document artifacts that were found and cataloged after the new Library building broke ground. Trustee LaBruna will follow up with Historical Society Committee on these matters.

X. Related Discussion: RCLS Minimum Standards for Member Libraries

A discussion of the annual report was tabled until next meeting, at which time Trustees and the new director have had a chance to look at the current iteration and provide feedback.

XI. Committee Reports

- a. Standing Committees – none
- b. Ad Hoc Committees
 - i. Historical Society Committee

The Committee held its monthly meeting today, April 14. Discussion included getting rid of donated bank ledgers, which are moldy. The Committee will notify the Board of Trustees when this occurs. There was also a discussion of artifacts found during the groundbreaking of the Library site. The Committee moved for the accession of the accompanying binder, which includes a detailed catalog of findings. There was also discussion on what to do with large topographic maps from out-of-area. No more than 35 copies of the History Journal remain, with more than 200 sold. The Committee expects to sell the remainder during the Great American Weekend events. To date, the Journal has netted the Friends of the GPLHS \$949. The editors of the Journal still have to meet about the next issue.

XII. Reports from Partner Groups

- a. The Friends of the GPLHS have a book sale coming up April 25 and April 26. May 10 will feature a presentation by Goshen Historian Ed Connor on the Church Park Historic District.
- b. Junior Friends of the GPLHS held an event on April 11, "Growing Up Goshen." About 25 people were in attendance and enjoyed sharing their Goshen recollections. The Friends

wish to thank Amber Kirkwood, who stayed throughout the event as the representative of the Library.

XIII. Privilege of the floor – None

XIV. Executive Session

[Action item] RESOLVED that the Board enter executive session at 8:25 p.m. for the purpose of discussing personnel matters.

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

[Action item] RESOLVED that the Board exit executive session at 9:00 p.m.

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

XV. Report of Trustee Continuing Education Credits

The trustees discussed CE credits and how these work with new trustees.

XVI. Adjournment

[Action item] RESOLVED that the Board adjourn the meeting at 9:08 p.m.

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

Next regular meeting: May 12, 2025, at 7 p.m.

Submitted by: Heather LaBruna, Secretary of the Board of Trustees

Goshen Public Library and Historical Society

Statement of Activities

April 1 - 30, 2025 and YTD Jul 1, 2024 - June 30, 2025

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|----------------------------------|---|---|------------------|--------|------------------|------------------|-----------|------------------|-------------|--------------|------------|-------------|---|
| 1 | | | | MONTH | | | YEAR TO DATE | | | FULL YEAR | | FULL YEAR | | |
| 2 | | | | Apr 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 | | | - | - | - | 1,954,019 | 1,954,019 | - | | 1,954,019 | | | |
| 5 | Real Property Taxes-Bond | | | - | | | 496,194 | 496,194 | - | | - | 496,194 | 100% | |
| 6 | PILOT Revenue | | | - | 5,083 | (5,083) | 62,392 | 50,833 | 11,559 | 123% | 61,000 | | | |
| 7 | RCLS Grants | | | 3,382 | 417 | 2,965 | 12,576 | 4,167 | 8,409 | | 5,000 | | | |
| 8 | Other Grants | | | - | 83 | (83) | 10,000 | 833 | 9,167 | | 1,000 | | | |
| 9 | Library Charges | | | 425 | 458 | (33) | 4,673 | 4,583 | 90 | | 5,500 | | | |
| 10 | Appropriated Reserve | | | - | - | - | - | - | - | | 40,000 | | 0% | |
| 11 | Friends of the GPLHS | | | 925 | 208 | 717 | 8,970 | 2,083 | 6,887 | | 2,500 | | | |
| 12 | Donations | | | 155 | - | 155 | 705 | - | 705 | | - | | | |
| 13 | Interest Income | | | 3,824 | 1,000 | 2,824 | 34,755 | 10,000 | 24,755 | | 12,000 | | | |
| 14 | Total Income | | | 8,711 | 7,250 | 1,461 | 2,584,284 | 2,522,713 | 61,571 | 102% | 2,081,019 | 496,194 | 100% | |
| 15 | Expense | | | | | | | | | | | | | |
| 16 | | | | (Over)/Under Bud | | | (Over)/Under Bud | | | | | | | |
| 17 | Total Salaries & Wages | | | 83,090 | 87,176 | 4,086 | 800,474 | 916,430 | 115,956 | 87% | 1,133,293 | - | 71% | |
| 18 | Employee Benefits | | | | | | | | | | | | | |
| 19 | FICA | | | 5,098 | 5,405 | 307 | 49,054 | 57,098 | 8,044 | 86% | 70,264 | | | |
| 20 | Medicare | | | 1,192 | 1,264 | 72 | 11,393 | 13,272 | 1,879 | 86% | 16,433 | | | |
| 21 | Worker's Compensation | | | - | 667 | 667 | 3,905 | 6,667 | 2,762 | 59% | 8,000 | | | |
| 22 | Unemployment Insurance | | | 825 | 833 | 8 | 6,350 | 8,333 | 1,983 | 76% | 10,000 | | | |
| 23 | Disability Insurance | | | 5,931 | 583 | (5,348) | 5,280 | 5,833 | 553 | 91% | 7,000 | | | |
| 24 | Health Insurance | | | 13,500 | 16,417 | 2,917 | 137,399 | 164,167 | 26,768 | 84% | 197,000 | | | |
| 25 | Retiree Health Insurance | | | | - | - | - | - | - | 0% | | | | |
| 26 | Vision Care | | | 102 | 125 | 23 | 963 | 1,250 | 287 | 77% | 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) | 2,604 | 1,000 | (1,604) | 260% | 1,200 | | | |
| 30 | Total Employee Benefits | | | 26,896 | 25,394 | (1,502) | 339,475 | 359,620 | 20,145 | 94% | 453,397 | - | 75% | |
| 31 | Library Materials/Services | | | | | | | | | | | | | |
| 32 | Books - Adult | | | 2,980 | 3,500 | 520 | 36,190 | 35,000 | (1,190) | 103% | 42,000 | | | |
| 33 | Books - Teen | | | 55 | 500 | 445 | 859 | 5,000 | 4,141 | 17% | 6,000 | | | |
| 34 | Books - Juvenile | | | 543 | 1,333 | 790 | 6,533 | 13,333 | 6,800 | 49% | 16,000 | | | |
| 35 | Reference Databases | | | - | 358 | 358 | 2,303 | 3,583 | 1,280 | 0% | 4,300 | | | |
| 36 | Serials | | | - | 667 | 667 | 4,962 | 6,667 | 1,705 | 74% | 8,000 | | | |
| 37 | AV | | | 260 | 333 | 73 | 3,240 | 3,333 | 93 | 97% | 4,000 | | | |
| 38 | AV - Audio Books | | | 833 | 333 | (500) | 3,262 | 3,333 | 71 | 0% | 4,000 | | | |
| 39 | AV - Audio Music | | | - | 83 | 83 | 58 | 833 | 775 | 0% | 1,000 | | | |
| 40 | Museum Passes | | | - | 150 | 150 | 1,640 | 1,500 | (140) | 109% | 1,800 | | | |
| 41 | E Content | | | 1,445 | 1,583 | 138 | 16,492 | 15,833 | (659) | 104% | 19,000 | | | |
| 42 | Total Library Materials/Services | | | 6,116 | 8,842 | 2,726 | 75,539 | 88,417 | 12,878 | 85% | 106,100 | - | 71% | |
| 43 | Building | | | (Over)/Under Bud | | | (Over)/Under Bud | | | | | | | |
| 44 | Equipment | | | - | 200 | 200 | - | 2,000 | 2,000 | 0% | 2,400 | | | |
| 45 | Building Repairs/Improvement | | | - | 833 | 833 | 2,685 | 8,333 | 5,648 | 32% | 10,000 | | | |
| 46 | Utilities | | | 3,323 | 4,167 | 844 | 46,359 | 41,667 | (4,692) | 111% | 50,000 | | | |

April 1 - 30, 2025 and YTD Jul 1, 2024 - June 30, 2025

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | |
|-----|---------------------------------|---|---|-----------|-----------|------------------|---------------|-----------|------------------|-------------|--------------|------------|-------------|---|--|
| 2 | | | | Apr 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 | | |
| 47 | Insurance | | | - | 3,433 | 3,433 | 39,219 | 34,333 | (4,886) | 0% | 41,200 | | | | |
| 48 | New Building- Generator | | | - | - | - | - | - | - | 0% | - | | | | |
| 49 | Building Services | | | 1,913 | 3,833 | 1,920 | 55,785 | 38,333 | (17,452) | 146% | 46,000 | | | | |
| 50 | Custodial Services | | | 374 | 500 | 126 | 5,635 | 5,000 | (635) | 113% | 6,000 | | | | |
| 51 | Total Building | | | 5,610 | 12,967 | 7,357 | 149,683 | 129,667 | (20,016) | 115% | 155,600 | - | 96% | | |
| 52 | Technology | | | | | | | | | | | | | | |
| 53 | IT Services | | | - | 3,850 | 3,850 | 23,785 | 38,500 | 14,715 | | 46,200 | | | | |
| 54 | Computer Hardware | | | - | 292 | 292 | 2,174 | 2,917 | 743 | 75% | 3,500 | | | | |
| 55 | Computer Software | | | - | 417 | 417 | 7,836 | 4,167 | (3,669) | 188% | 5,000 | | | | |
| 56 | ILS | | | 4,695 | 1,830 | (2,865) | 14,080 | 18,300 | 4,220 | 77% | 21,960 | | | | |
| 57 | Total Electronic Resources | | | 4,695 | 6,388 | 1,693 | 47,875 | 63,883 | 16,008 | 75% | 76,660 | - | 62% | | |
| 58 | Programs/Public Relations | | | | | | | | | | | | | | |
| 59 | Newsletter, Program Flyers | | | 132 | 333 | 201 | 1,472 | 3,333 | 1,861 | 44% | 4,000 | | | | |
| 60 | Programs - Adult | | | 841 | 1,500 | 659 | 14,202 | 15,000 | 798 | 95% | 18,000 | | | | |
| 61 | Programs-Community Dev | | | - | 1,167 | 1,167 | 7,500 | 11,667 | 4,167 | 64% | 14,000 | | | | |
| 62 | Local History | | | - | 417 | 417 | 2,311 | 4,167 | 1,856 | 55% | 5,000 | | | | |
| 63 | Programs - Juvenile | | | 1,435 | 1,500 | 65 | 5,059 | 15,000 | 9,941 | 34% | 18,000 | | | | |
| 64 | Programs - Teen | | | - | 417 | 417 | 868 | 4,167 | 3,299 | 21% | 5,000 | | | | |
| 65 | Total Programs/Public Relations | | | 2,408 | 5,333 | 2,925 | 31,412 | 53,333 | 21,921 | 59% | 64,000 | - | 49% | | |
| 66 | Administrative Expenses | | | | | | | | | | | | | | |
| 67 | Telephone | | | 709 | 833 | 124 | 9,012 | 8,333 | (679) | 108% | 10,000 | | | | |
| 68 | Printing | | | - | 500 | 500 | 2,212 | 5,000 | 2,788 | 44% | 6,000 | | | | |
| 69 | Postage | | | - | 208 | 208 | 1,675 | 2,083 | 408 | 80% | 2,500 | | | | |
| 70 | Office Equipment Maintenance | | | - | 83 | 83 | - | 833 | 833 | 0% | 1,000 | | | | |
| 71 | Professional Services | | | - | - | - | - | - | - | | - | | | | |
| 72 | Legal | | | - | 1,000 | 1,000 | 15,816 | 10,000 | (5,816) | | 12,000 | | | | |
| 73 | CSEA Matters | | | 5,042 | 1,667 | (3,375) | 18,104 | 16,667 | (1,437) | | 20,000 | | | | |
| 74 | Other Prof Services | | | - | 208 | 208 | 145,394 | 2,083 | (143,311) | | 2,500 | | | | |
| 75 | Accounting | | | 950 | 750 | (200) | 6,800 | 7,500 | 700 | | 9,000 | | | | |
| 76 | Library Supplies | | | 22 | 931 | 909 | 7,935 | 9,308 | 1,373 | 85% | 11,169 | | | | |
| 77 | Copier Lease | | | 583 | 275 | (308) | 6,411 | 2,750 | (3,661) | 0% | 3,300 | | | | |
| 78 | Continuing Education | | | 144 | 417 | 273 | 3,770 | 4,167 | 397 | 90% | 5,000 | | | | |
| 79 | Election | | | 1,385 | 250 | (1,135) | 5,535 | 2,500 | (3,035) | 185% | 3,000 | | | | |
| 80 | Membership Dues | | | - | 208 | 208 | 758 | 2,083 | 1,325 | 36% | 2,500 | | | | |
| 81 | Miscellaneous Expense | | | - | 167 | 167 | - | 1,667 | 1,667 | 0% | 2,000 | | | | |
| 82 | Total Admin Expenses | | | 8,835 | 7,497 | (1,338) | 223,422 | 74,974 | (148,448) | 298% | 89,969 | - | 248% | | |
| 83 | Other Interest Exp | | | | | | - | | - | | 2,000 | | | | |
| 84 | Bond Interest Exp | | | - | - | - | 256,194 | 256,194 | - | | | 256,194 | | | |
| 85 | Bond Principal | | | | | | 240,000 | 240,000 | - | | | 240,000 | | | |
| 86 | Total Expense | | | 137,650 | 153,598 | 15,948 | 2,164,074 | 2,182,518 | 18,444 | 99.15% | 2,081,019 | 496,194 | 84% | | |
| 87 | Total Income | | | 8,711 | 7,250 | 1,461 | 2,584,284 | 2,522,713 | 61,571 | | 2,081,019 | 496,194 | 100% | | |
| 88 | Net Ordinary Income | | | (128,939) | (146,348) | 17,409 | 420,210 | 340,195 | 80,015 | - - | | | | | |
| 89 | NO CAPITAL ACTIVITY | | | | | | | | | | | | | | |
| 100 | | | | | | | | | | | | | | | |

Goshen Public Library and Historical Society
Balance Sheet
General Fund
As of April 30, 2025

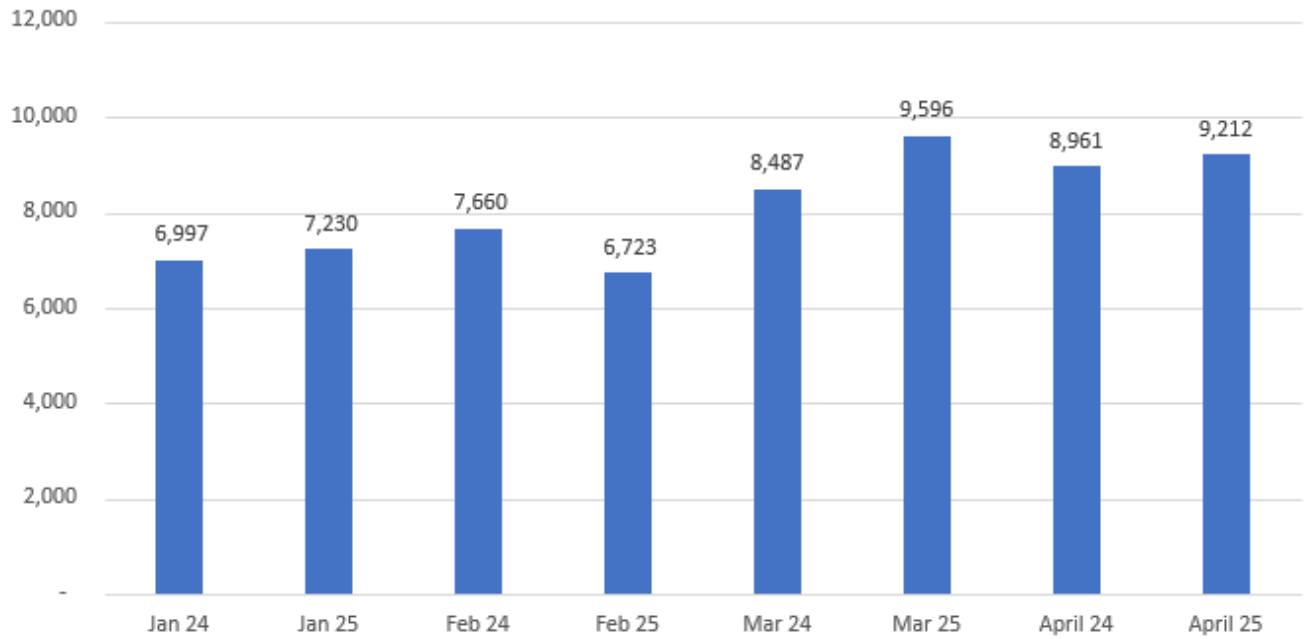
[illegible]

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 04/30/25

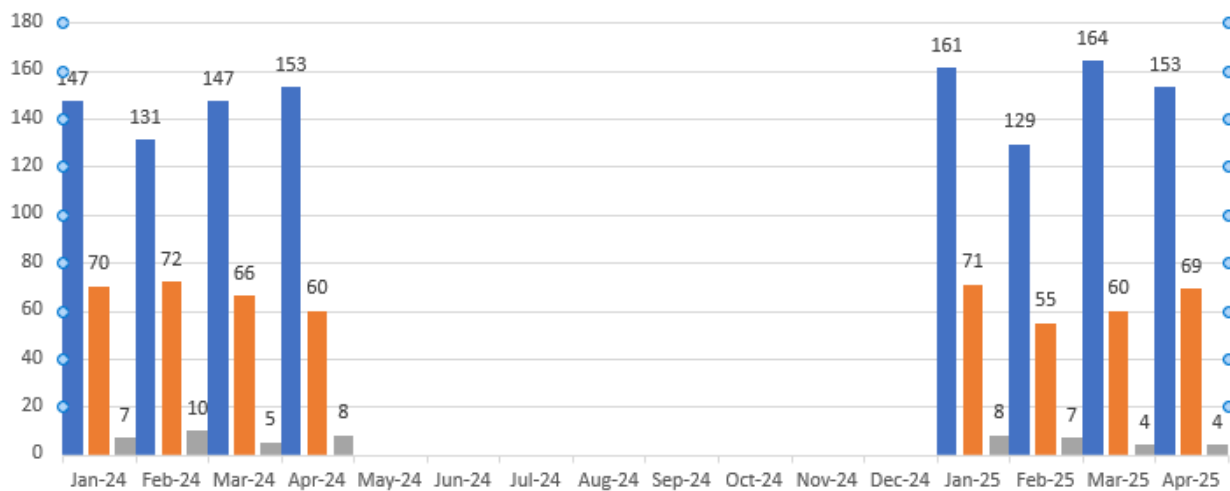
| Cash accounts | Balance |
|---|--------------|
| Community Foundation of Orange & Sullivan (CFOS) | 61,637.14 |
| Total cash available | \$ 61,637.14 |

NO CAPITAL ACTIVITY

Library Visits April 2024 - April 2025



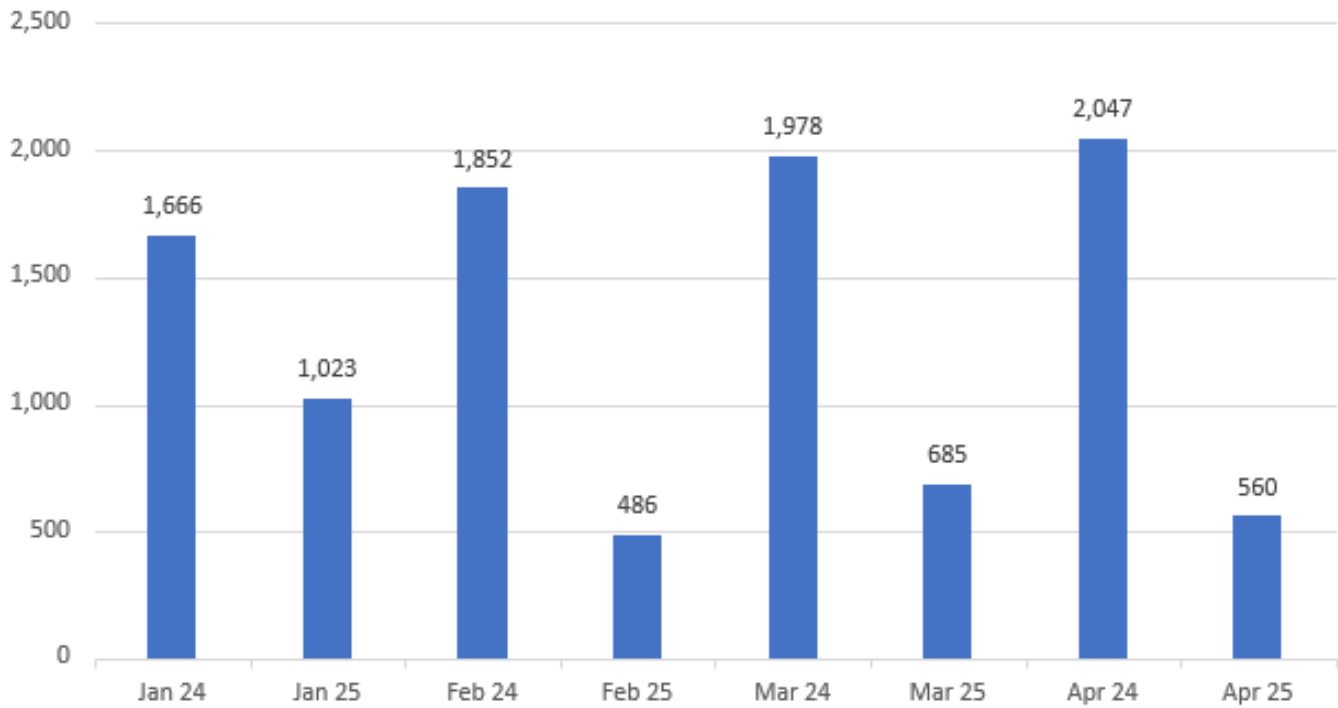
Meeting Rooms, Study Rooms, & Pomares Community Room April 2024 - April 2025



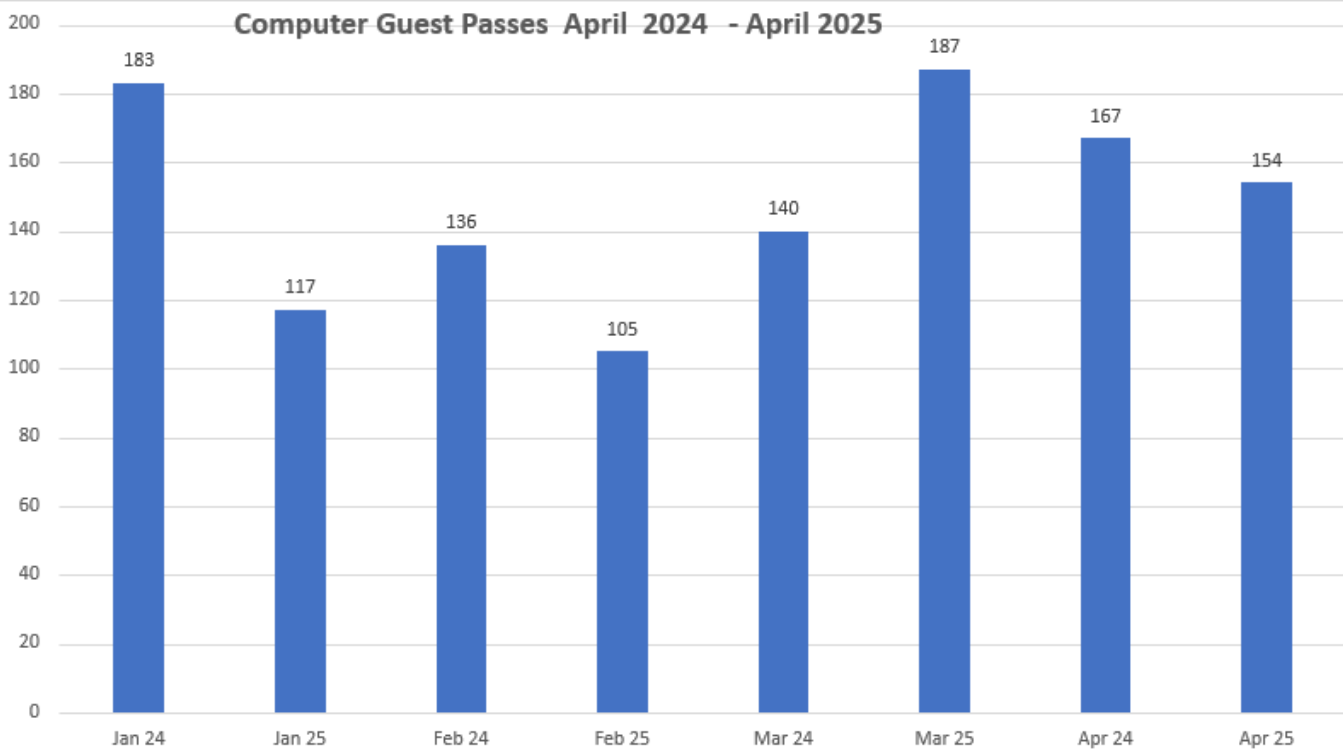
| | Jan-24 | Feb-24 | Mar-24 | Apr-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 |
|----------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Study Rooms | 147 | 131 | 147 | 153 | 161 | 129 | 164 | 153 |
| Meeting Rooms | 70 | 72 | 66 | 60 | 71 | 55 | 60 | 69 |
| Community Room | 7 | 10 | 5 | 8 | 8 | 7 | 4 | 4 |

■ Study Rooms ■ Meeting Rooms ■ Community Room

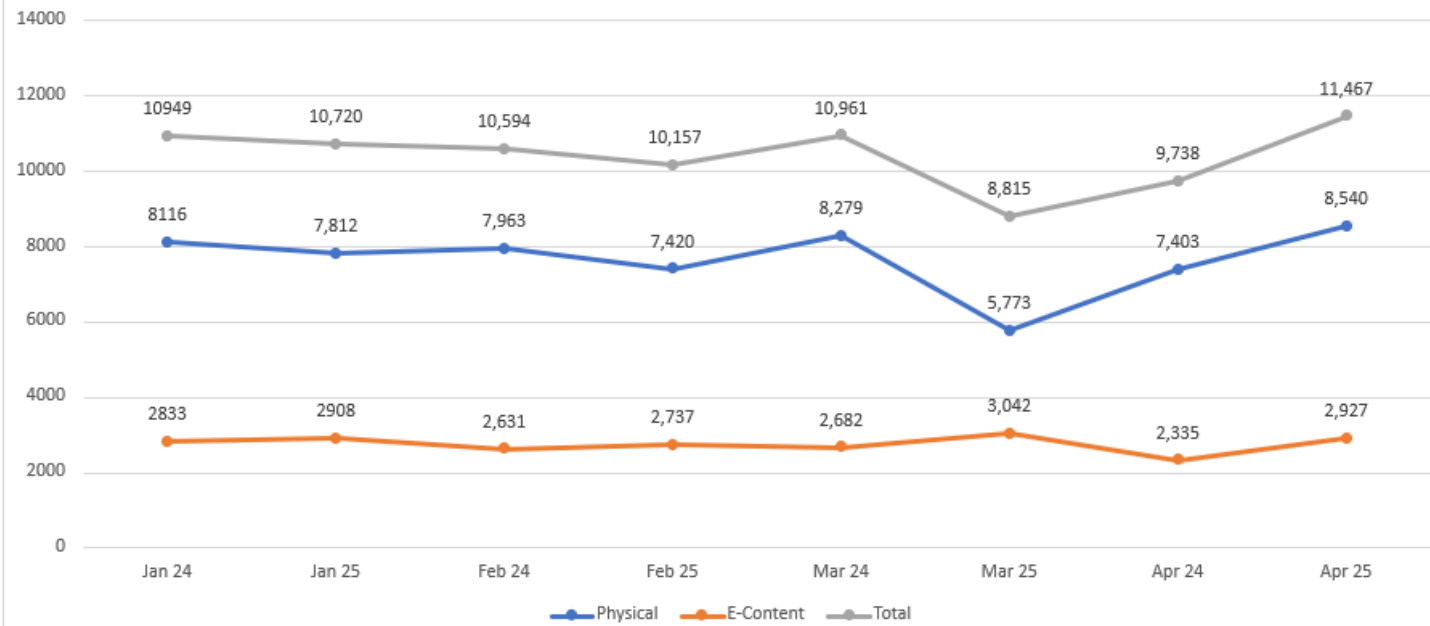
Patron Information Interactions April 2024 - April 2025



Computer Guest Passes April 2024 - April 2025



Circulation April 2024 - April 2025

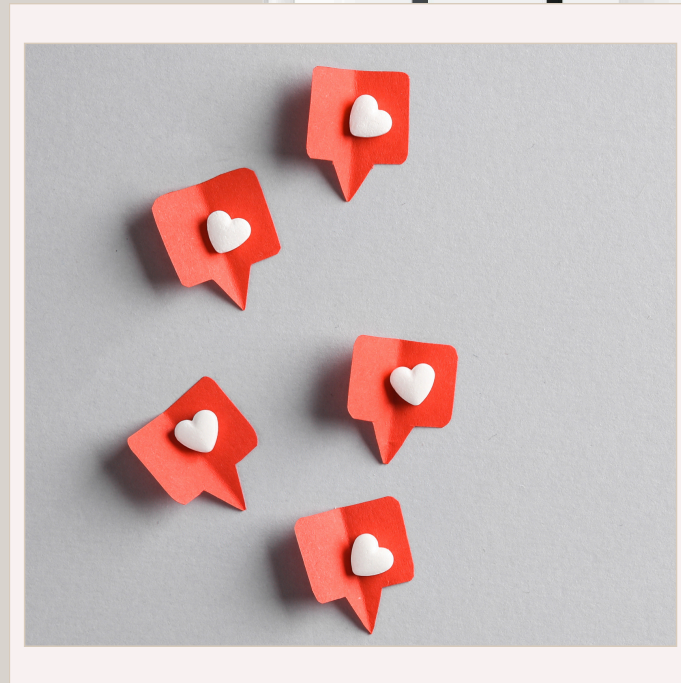


MARKETING & COMMUNICATIONS

Monthly Report Presentation

Board Meeting Date May 12, 2025

APRIL 2025



www.Goshenpubliclibrary.org



KITTYRUBERTE-SMITH@RCLS.ORG

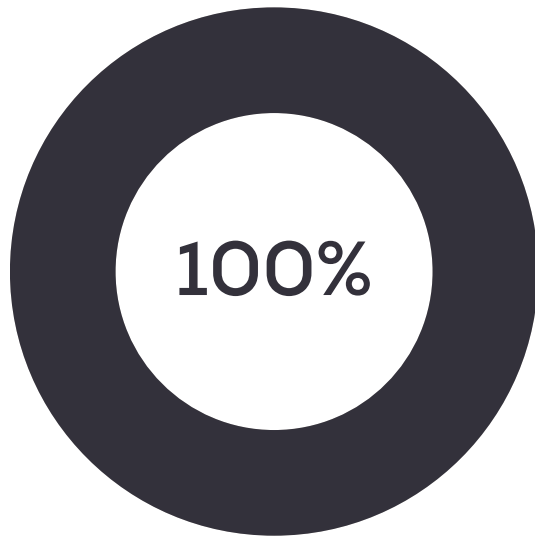
TABLE OF CONTENT

- 01 SOCIAL MEDIA INSIGHT
FACEBOOK
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- 03 MONTHLY PROGRAM DISTRIBUTION
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DISTRIBUTION
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SOCIAL MEDIA INSIGHT

FACEBOOK



views up 160%

March 2025

3K FOLLOWERS

15.5k views

2.2K REACH

28 posts

371 CONTENT INTERACTION

Follows 50

April 2025

42.8K VIEWS(UP 160%)

3,078k Followers

8.2K REACH (UP 249.6%)

50 Follows (up8.7%)

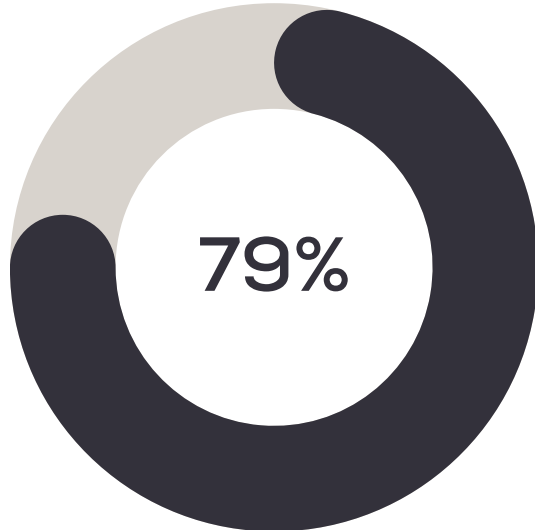
1.3K CONTENT INTERACTION
(UP 227.3%)

50 Posts

Social media analytics and anecdotal feedback indicate that the “Find Your Peeps@ the Library campaign struck the right chord-bringing color, humor, and meaning to the spring season at the Goshen Public Library.

SOCIAL MEDIA INSIGHT

INSTAGRAM



views up 79.4%

March 2025

1.3K FOLLOWERS

4.6k views

734 PAGE REACH

23 posts

196 CONTENT INTERACTION

27 Follows up 17.4%

April 2025

8K VIEWS(UP 79.4%)

1352k Followers

2K PAGE REACH (UP147%)

21 Follows

**1293 CONTENT INTERACTION
(UP69.4%)**

Posts 41

MONTHLY PROGRAM DISTRIBUTION

Total Events 217

Confirmed
Registration 608

Actual Attendance
246

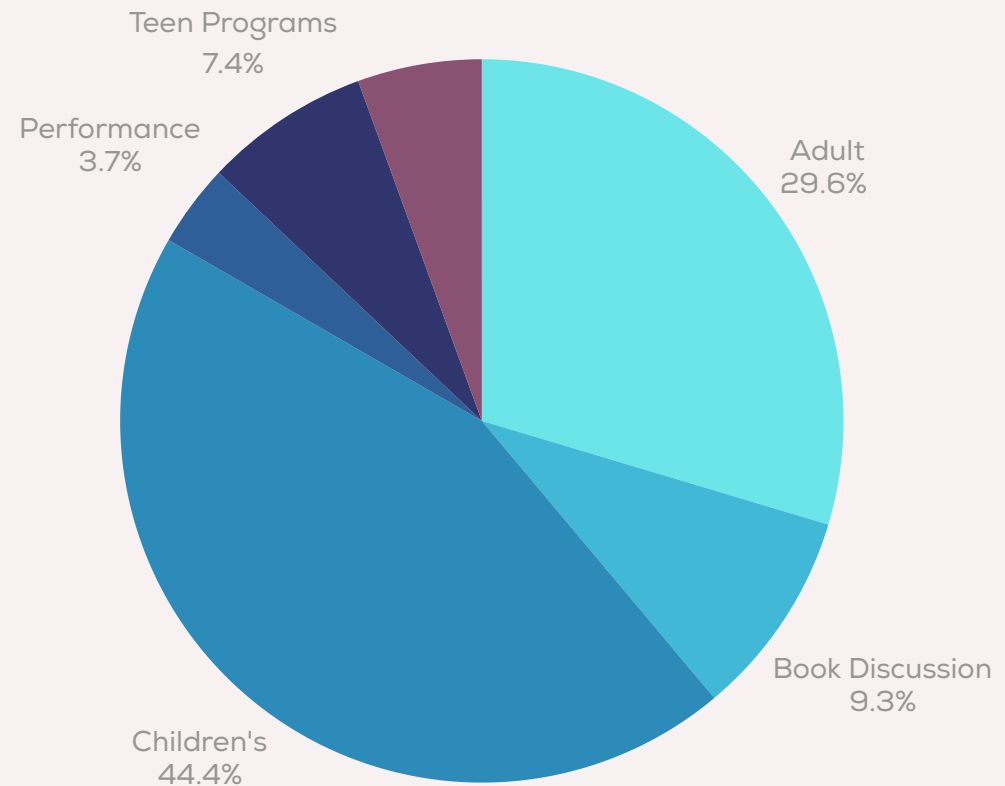
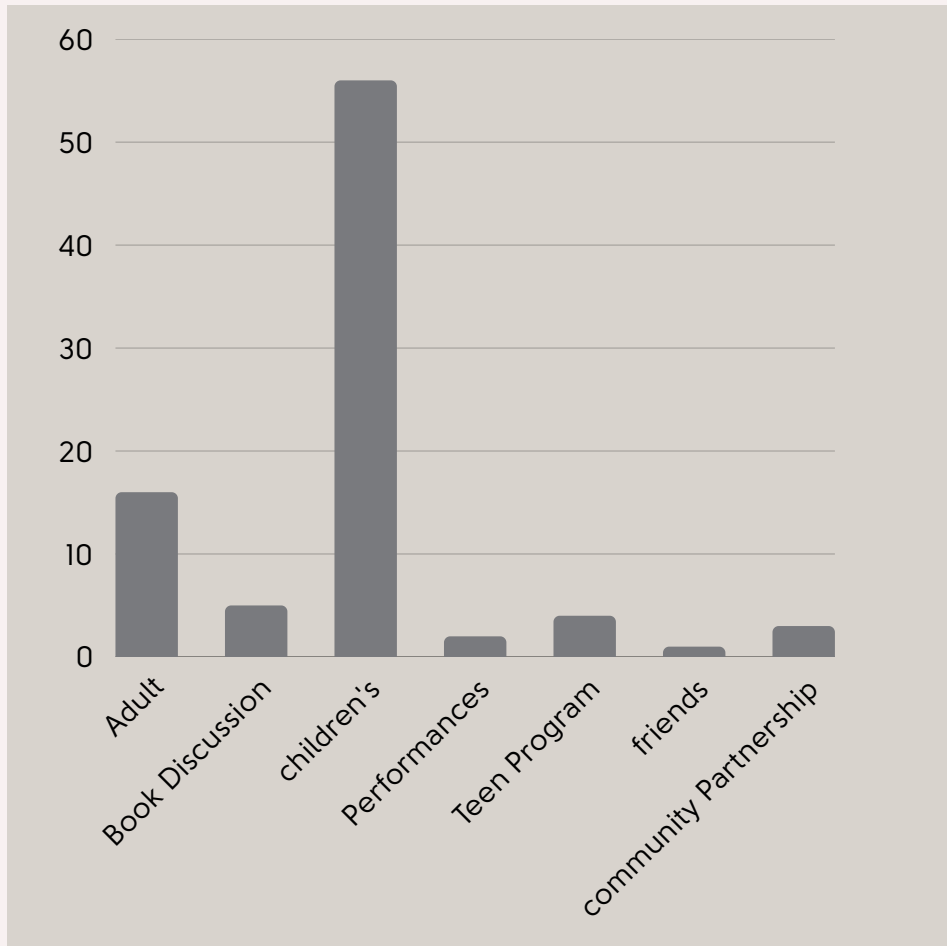
Wait List
Registration 9

Anticipated
Attendance 89

Cancelled
Registrations 61

Confirmed
Attendance 0

PROGRAM CATEGORY DISTRIBUTION



Overview - April 2025

April at the Goshen Public Library was vibrant, creative, and community-focused thanks to the “Find Your Peeps at the Library” campaign. This initiative invited our patrons to celebrate both individuality and inclusivity, and it appeared to resonate well with our community.

Throughout the month, the library hosted a total of 217 events, drawing strong attendance and engagement from both in-person visitors and online audiences. Social media analytics and anecdotal feedback indicate that this campaign struck the right chord—bringing color, humor, and meaning to the spring season at GPL.

Campaign Highlights – Find Your Peeps at the Library

- **Social Media Engagement:** Posts featuring “peeps” gained steady attention, with the highest engagement coming from content introducing our new Library Director and the newly appointed Board of Trustees.
- **Peepsonality Profiles:** Our “Peepsonality” profile activity received an enthusiastic response. We received amazing feedback.
- **Vote with Your Peeps:** This interactive in-library event was a standout. On the day of voting, 100 patrons came through the doors to cast their votes and receive raffle tickets for themed prizes. The response far exceeded our expectations and highlighted how creative programming can drive physical visits and deepen patron engagement.

Looking Ahead – May 2025

May’s theme is “Blossom into Books,” a month-long celebration of growth, community, and stories. This campaign will align with the season of renewal and focus on two key observances: Mental Health Awareness Month and Mother’s Day.

Plans include:

- **Thematic Programs:** Storytimes, book clubs, and author spotlights centered around growth, wellness, and family.
- **Community Engagement:** Interactive displays and writing prompts encouraging patrons to share their personal stories of growth and transformation.
- **Contests & Raffles:** Special events tied to mental health resources and honoring caregivers/mothers, with small giveaways and prize drawings.
- **Partnerships:** Collaborating with local mental health organizations to share resources and host guest speakers or workshops.

We are excited to bring the community another meaningful and joyful month of programming, continuing to position the library as a vibrant and inclusive hub for all.



THANK YOU

APRIL 2025

MAY NEWSLETTER

MAY 2025 | BLOSSOM INTO BOOKS

BLOSSOM INTO BOOKS

🌸🌟 Blossom Into Books - Coming this May to Goshen Public Library! 📖🌸
Spring is blooming, and so is the magic of stories! Join us all month long for "Blossom Into Books", a celebration of growth, community, and the power of storytelling.



We're bringing the pages to life with a: 📷
Mother's Day photo challenge



Exciting raffles and giveaways



Interactive programs for all ages



Literary tie-ins to May's meaningful observances.

Whether you're planting your first book in our reading garden or you're a seasoned story lover, there's something for everyone to enjoy.

🌟 Let's grow together—one page at a time.

VOICES OF VALOR

Honoring Our Heroes

Programs in tribute to the brave men and women of our military. We honor their service and sacrifice!

- Salute and Sip May 1st and 15th
- Letters to a Soldier: Week of May 26th

SPRING-THEMED EVENTS & ACTIVITIES

- Photo Challenge
- Raffles & Giveaways
- Stories + May Celebrations
- Community Connection

MENTAL HEALTH AWARENESS

Books and programs chosen to support mental wellness, personal growth and emotional insight

- Yoga
- Zumba
- DIY Decluttering
- "Make Space: Creative Breaks for Mental Health"



MOMS

- Mother's Day photo challenge
- Mother's Day Basket Raffle
- Children's crafts and card making



IT report for May 2025

Charles DeYoe

Basic statistics for April:

1-on-1 tech help sessions: 3

Total public PC users: 523 (up from 496 users in March)

Total time patrons spent on public PCs: 381 hours 53 minutes (up from 336 hours 55 minutes)

Average PC session length: 43.8 minutes (up from 40.8 minutes in March)

Total monthly Wi-Fi users: 6,083 (down from 6,241 in March)

Average Wi-Fi users per day: 202.77 (up from 201.32 in March)

We have changed our procedures with headphones at the reference desk and now require patrons to sign them out. In March almost all our headphones went missing and since implementing this, our headphones have been consistently returned to us.

The full transition of staff emails to RCLS email is almost complete and is only being held up by a couple of unusual snags. For example: one employee can't easily change their email on a vendor's website because that same email is associated with another library. This should be resolved shortly, and I believe that all our employees are currently relying primarily on RCLS emails – the goshenpubliclibrary.org emails will be officially sunset soon.

Our website is nearly complete, and we have a functional prototype. The library department heads are currently reviewing their sections to ensure that they contain the information they want it to have.

I am looking forward to working with Rose Chiocchi in getting our makerspace/tech lab online. I have attached an updated list of equipment to this report. Due to our federal government's unpredictable tariff policy, it has become increasingly difficult to determine the costs of certain things we will need to buy. I do not want to overwhelm our new director as she steps into the role, but the tech lab is an area that must be addressed quickly. Because of this I have attached an updated list of equipment for that area, as well as ideas for furniture.

I also strongly believe the library should attempt to acquire and install two single-person soundproof booths for patrons to work in without distraction to make up for the loss of the downstairs meeting room. I have found a variety of brands (Talkbox, Juunoo, Poppin, Pillar, Room) and prices seem to range from \$5,500 to \$7,000 each. Something on the low end of that cost-spectrum would be satisfactory. This is beyond the scope of the tech lab/makerspace but I believe there is patron demand to justify them.

Tech Lab/Makerspace equipment:

| Item | Price | Description |
|---|--------------------------------|--|
| Epson Perfection V850 Pro Photo Scanner | \$1,348.72 | Allows users to scan things (including photo negatives) in high resolution, creating high-quality digital images |
| Epson EcoTank Photo ET-8550 printer | \$799.99 | 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 |
| Lenovo IdeaPad 5 2-in-1 (4 2-in-1 laptops) | \$794.99 (\$1,589.98 for four) | A laptop that can be used for basic digitization/creativity programs as well as for basic tech training/classes |
| LG 32UP550N-W UltraFine UHD Monitor | \$399.99 | A 4k-capable monitor, necessary for high-end digital creativity. To be used with one of our laptops or patrons who bring their own |
| Creality Ender 3 V3 SE - 3D printer | \$219.00 | Basic 3D printer, small, fast, capable. Compatible with current systems and materials. |
| Creality Hyper Series PLA 3D Printing Filament 1kg (2 spools) | \$ 32.99 (\$65.98 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. |
| Sewist 721 sewing machine | \$399 | Sturdy, mechanical sewing machine |
| CZUR ET24 Pro book scanner | \$649 | Book scanner, useful for digitizing and sharing local history materials |
| Cricut Maker 4 & Cricut Autopress | \$552.74 | Already purchased cutting machine and press |

Total yet-to-be-spent cost: \$5,471.66

Total including already purchased Cricut Maker & Autopress: \$6,024.40

The original plan for technology for the lab was \$6,509.79 and this allows us to have two additional laptops to be used for hands-on technology instruction classes. While the MSRP of some items have gone up, others have gone down. The only items we would be sacrificing are the Mac Mini -- the library already owns an iMac that's suitable for our needs, and a dye sublimation printer, which I was strongly warned against getting by the head of the Makerspace at the Finkelstein Memorial Library.

Furniture for our makerspace is our highest priority because without it, we don't have any place to set up our equipment in the room.

I was told that the board found the furniture options from major library distributors such as Demco or Brodart to be too costly, so instead I have been investigating Ikea options.

I believe that Ikea's BROR line of garage furniture would be suitable for giving us enough space to store our equipment and serve as work benches.

The BROR Cabinet with Doors would work as a starting point for equipment storage and currently costs \$299. Their BROR Work Bench with Drawers retails for \$199 and getting three of them could serve as platforms for least moveable pieces of equipment: the Cricut Autopress, 2D printer, and scanner with additional storage in the shelves below. If we were to get three HUVUDSPELARE Gaming desks at \$129, they can be used with our 4K monitor, Apple iMac, and a more versatile space where patrons could either use a laptop (theirs or ours), the Cricut Maker, our sewing machine, or any other craft project.

This would bring the furniture cost to \$1,283. I would hope that we could use the chairs that are already in the meeting room, but if not, the costs would climb. I also suspect that a pegboard on the wall would be useful for additional storage, although at this early stage, I do not know specifically what we would be using with it.

I'm also including this easy-to-read table of possible furniture:

| Item (quantity) | Cost per item | Total cost |
|----------------------------------|---------------|------------|
| BROR Cabinet with Doors (1) | \$299 | \$299 |
| BROR Work Bench with Drawers (3) | \$199 | \$597 |
| HUVUDSPELARE Gaming desks (3) | \$129 | \$387 |

Total cost of furniture: \$1,283

It's worth noting that my research into furniture options has been cursory and I have not measured the dimensions of these pieces to see how they would fit in the room.

Ramapo Catskill Library System 2026 Menu of IT Services Appendix B Contract Year 4 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/26 - 12/31/26. The 2026 Menu of IT Services is due to RCLS by **June 30, 2025.**

In 2022 your Library selected the level of participation as a **Fully Supported Library**. This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months notice.

Goshen Public Library & Historical Society - **CHANGE IN SUPPORT FROM 2025**

| Hardware Support Services | Qty | Support | Repl. Cost | Total |
|--|-----------|-----------------|------------|------------------|
| Minimum Support (from schedule on pg. 3) | 44 | \$ 6,300 | | \$ 6,300 |
| # of Supported PCs | 39 | 672 | 187 | 33,501 |
| # of Supported Laptops | 5 | 672 | 210 | 4,410 |
| # of Supported PCs Replaced in 2026 | 0 | | 150 | - |
| # of Supported Laptops Replaced in 2026 | 1 | | 75 | 75 |
| Barcode Scanner | 7 | 15 | | 105 |
| Server | 1 | 1,050 | | 1,050 |
| Receipt Printer | 4 | 15 | | 60 |
| Networked Printer | 8 | 25 | | 200 |
| Wi-Fi Access Points | 11 | 50 | | 550 |
| Total Hardware Support | | | | \$ 46,251 |

| Software Support Services | Qty | Base Amt. | Client Cost | Total |
|-------------------------------|-----------|-----------|-------------|---------------|
| Envisionware | 16 | \$ 300 | \$ 7 | 412 |
| Total Software Support | | | | \$ 412 |

| | |
|---------------------------------|-----------------|
| Telecommunications Costs | \$ 1,200 |
|---------------------------------|-----------------|

| | |
|---|-----------------|
| Contribution to the IT Capital Fund | \$ 3,470 |
| FY25 Forfeited E-Rate Discount on Firewall | \$ - |

| | |
|---|------------------|
| TOTAL 2026 MENU OF IT SERVICES SUPPORT | \$ 51,333 |
|---|------------------|

Ramapo Catskill Library System

2026 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2025** via **a)** email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Goshen Public Library & Historical Society

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library may utilize the 2025 RCLS Equipment Order Form. The equipment and service will be added and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year.

50% of the 2025 Menu of IT financial value and maxium reduction amount = \$ 25,018

Please note that if a piece of equipment is attached to the RCLS Supported IT infrastructure it must remain supported by RCLS. Any equipment removed from the *2026 Menu of IT Services* will need to be removed from the Supported network or Supported equipment and may not be reattached. This is a necessary process in keeping the network secure.

Please identify below the specific equipment from the IT Inventory list provided by RCLS to be removed from the RCLS Supported network.

| | Name | Model | Serial Number | Location |
|----------------|----------------|----------------------|---------------|----------------------|
| <i>Example</i> | <i>RCLS158</i> | <i>OptiPlex 3040</i> | <i>8JVFK2</i> | <i>Staff Desktop</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

RCLS Use

Date Received: _____

RCLS Reviewer Name: _____

Review Comments: _____



Goshen PC'S & SERVER Inventory

Description: PC's and servers with RCLS IT support
Category: Inventory Reports
Server Hostname: k1000.trust.rcls.org
Generated: 04/02/2025 09:27:05

| Name | Notes | PC Replacement | System Model | Service Tag | Invoice Date |
|---|-------------------------------------|----------------|-------------------|-------------|---------------------|
| 15 rows: Service Agreement: Public Full | | | | | |
| GOS200 | Catalog, right | Yes | OptiPlex SFF 7010 | DH9F7Y3 | 07/14/2023 00:00:00 |
| GOS201 | Catalog, center | Yes | OptiPlex SFF 7010 | CH9F7Y3 | 07/14/2023 00:00:00 |
| GOS202 | Children's Catalog, Rear Desk | Yes | OptiPlex SFF 7010 | GH9F7Y3 | 07/14/2023 00:00:00 |
| GOS231 | Internet w/ envisionware | Yes | OptiPlex 3090 | FTKRWP3 | 04/22/2022 00:00:00 |
| GOS232 | Internet w/ envisionware | Yes | OptiPlex 3090 | BTKRWP3 | 04/22/2022 00:00:00 |
| GOS233 | Internet w/ envisionware | Yes | OptiPlex 3090 | 8TKRWP3 | 04/22/2022 00:00:00 |
| GOS234 | Internet w/ envisionware | Yes | OptiPlex 3090 | 7TKRWP3 | 04/22/2022 00:00:00 |
| GOS235 | Internet w/ envisionware | Yes | OptiPlex 3090 | JTKRWP3 | 04/22/2022 00:00:00 |
| GOS236 | Internet w/ envisionware | Yes | OptiPlex 3090 | GTKRWP3 | 04/22/2022 00:00:00 |
| GOS237 | Internet w/ envisionware | Yes | OptiPlex 3090 | 9TKRWP3 | 04/22/2022 00:00:00 |
| GOS238 | Internet w/ envisionware | Yes | OptiPlex 3090 | 2VKRWP3 | 04/22/2022 00:00:00 |
| GOS243 | Internet | Yes | OptiPlex SFF 7020 | 99J9NW3 | 10/03/2024 00:00:00 |
| GOS246 | Public Internet | Yes | OptiPlex SFF 7020 | 89J9NW3 | 10/03/2024 00:00:00 |
| GOS248 | Internet | Yes | OptiPlex SFF 7020 | J9J9NW3 | 10/03/2024 00:00:00 |
| GOS249 | Children's Catalog | Yes | OptiPlex SFF 7020 | C9J9NW3 | 10/03/2024 00:00:00 |
| 1 row: Service Agreement: Server | | | | | |
| GosServer | Server Warranty Expires: 04/29/2027 | No | PowerEdge T440 | FCJBRN3 | 04/14/2022 00:00:00 |
| 29 rows: Service Agreement: Staff Full | | | | | |
| GOS195 | Director's Laptop | Yes | Latitude 5430 | 2DB7SQ3 | 07/14/2022 00:00:00 |
| GOS199 | Staff laptop | Yes | Latitude 5440 | BSM7H24 | 03/14/2024 00:00:00 |

| | | | | | |
|--------|---|-----|----------------------|---------|------------------------|
| GOS203 | Staff back office | Yes | OptiPlex 3000 | 2C9F1V3 | 01/13/2023 00:00:00 |
| GOS204 | Reference | Yes | OptiPlex 3090 | DTKRWP3 | 04/22/2022 00:00:00 |
| GOS205 | Reference Desk | Yes | OptiPlex 3090 | 4VKRWP3 | 04/22/2022 00:00:00 |
| GOS206 | Children's reading room | Yes | Latitude 5420 | D2SS5G3 | 08/19/2021 00:00:00 |
| GOS207 | Children's | Yes | OptiPlex 3080 | 3D5G5K3 | 11/16/2021 00:00:00 |
| GOS208 | Reference Office | Yes | OptiPlex 3090 | HTKRWP3 | 04/22/2022 00:00:00 |
| GOS209 | Staff desktop, Circ Delivery Room | Yes | OptiPlex SFF 7020 | 79J9NW3 | 10/03/2024 00:00:00 |
| GOS210 | Circulation #1, behind circ desk under window (EW PC Res Mgmt) | Yes | OptiPlex 3070 | CXSKS13 | 07/01/2020 00:00:00 |
| GOS211 | Circulation Desk | Yes | OptiPlex SFF 7010 | 1J9F7Y3 | 07/14/2023 00:00:00 |
| GOS212 | Tech Services, behind circulation | Yes | OptiPlex 3070 | CXSPS13 | 07/01/2020 00:00:00 |
| GOS213 | Circ staff | Yes | OptiPlex SFF 7020 | 1BJ9NW3 | 10/03/2024 00:00:00 |
| GOS214 | REF staff laptop | Yes | Latitude 5450 | 35HQQW3 | 10/03/2024 00:00:00 |
| GOS215 | Young Adult Staff | Yes | OptiPlex SFF 7020 | 69J9NW3 | 10/04/2024 00:00:00 |
| GOS217 | Local History | Yes | OptiPlex 3090 | 5TKRWP3 | 04/22/2022 00:00:00 |
| GOS218 | Business Office (quickbooks) | Yes | OptiPlex 3090 | CTKRWP3 | 04/22/2022 00:00:00 |
| GOS219 | Business Office | Yes | OptiPlex 3090 | 1VKRWP3 | 04/22/2022 00:00:00 |
| GOS220 | Business Office | Yes | OptiPlex 3090 | 6TKRWP3 | 04/22/2022 00:00:00 |
| GOS221 | Circ desk | Yes | OptiPlex 3090 | 3TKRWP3 | 04/22/2022 00:00:00 |
| GOS222 | Staff Workroom | Yes | OptiPlex 3090 | 4TKRWP3 | 04/22/2022 00:00:00 |
| GOS223 | Local History | Yes | OptiPlex 3090 | 5VKRWP3 | 04/22/2022 00:00:00 |
| GOS227 | Local History | Yes | OptiPlex 3090 | 3VKRWP3 | 04/22/2022 00:00:00 |
| GOS241 | Children's staff | Yes | OptiPlex SFF 7020 | F9J9NW3 | 10/03/2024 00:00:00 |
| GOS242 | Greeter | Yes | OptiPlex SFF 7020 | D9J9NW3 | 10/03/2024 00:00:00 |
| GOS244 | Back of children's | Yes | OptiPlex SFF 7020 | B9J9NW3 | 10/13/2024 00:00:00 |
| GOS245 | Children's staff | Yes | OptiPlex SFF 7020 | G9J9NW3 | 10/03/2024 00:00:00 |

| | | | | | |
|--------|-----------------|-----|----------------------|---------|------------------------|
| GOS247 | Reference staff | Yes | OptiPlex SFF 7020 | H9J9NW3 | 10/03/2024 00:00:00 |
| GOS251 | IT Staff | Yes | Latitude 5440 | C5Q8RW3 | 01/30/2024 00:00:00 |

04/02/2025

Goshen Barcode Readers Inventory

Description: Barcode readers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/02/2025 09:27:02

| # | Name | Model | Serial # | Invoice Date |
|--------------------------|---------------------------------------|---------------------|-----------------|---------------------|
| 2 rows: Make: Metrologic | | | | |
| 1 | GOS210 Barcode Reader | Voyager 9520 - PS2 | 8602503750 | 02/04/2003 00:00:00 |
| 2 | GOS212 Barcode Reader | Fusion mk3780-61a38 | 8508261612 | 11/06/2008 00:00:00 |
| 5 rows: Make: Symbol | | | | |
| 3 | GOS211 Barcode Reader | LS4208 Black | X0028S4577 | 09/09/2019 00:00:00 |
| 4 | GOS213 Barcode Reader | DS4308 Black | S22355010503346 | 10/31/2023 00:00:00 |
| 5 | GOS209 Barcode Reader | DS4308 Black | 18221010504890 | 07/24/2019 00:00:00 |
| 6 | GOS204 Barcode Reader | LS4208 Black | 1328900503978 | |
| 7 | GOS205 Barcode Reader | DS4308 Black | 18287010500635 | |

04/02/2025

Goshen Networking Equipment Inventory

Description: Networking equipment report

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/02/2025 09:27:03

| Name | Product Line | Serial Number |
|--------------|-------------------------------|---------------|
| GOS-SP1 | SONICWAVE 641 | 18C241165B78 |
| GOS-SP10 | SONICWAVE 4320 | 18B1698FC584 |
| GOS-SP11 | SONICWAVE 4320 | 18B1698FC17A |
| GOS-SP2 | SONICWAVE 641 | 18C241165BAF |
| GOS-SP3 | SONICWAVE 641 | 18C241165AC8 |
| GOS-SP4 | SONICWAVE 641 | 18C241165B6D |
| GOS-SP5 | SONICWAVE 641 | 18C241165B8E |
| GOS-SP6 | SONICWAVE 641 | 18C241165B99 |
| GOS-SP7 | SONICWAVE 641 | 18C241165C54 |
| GOS-SP8 | SONICWAVE 641 | 18C241165B62 |
| GOS-SP9 | SONICWAVE 641 | 18C241165AE9 |
| GOS-SWITCH-1 | SONICWALL SWITCH SWS14-24FPOE | 2CB8EDE4D8B1 |
| GOSSW | NSA 3650 | 2CB8ED092200 |

04/02/2025



Goshen Receipt Printers Inventory

Description: Receipt printers with RCLS IT support
Category: Inventory Reports
Server Hostname: k1000.trust.rcls.org
Generated: 04/02/2025 09:27:06

| # | Name | Attached To | Serial # | Invoice Date |
|-----------------------|----------------|-------------|------------|---------------------|
| 4 rows: Model: TMT88V | | | | |
| 1 | GOS210 Printer | GOS210 | MXKF443194 | 05/11/2016 00:00:00 |
| 2 | GOS211 Printer | GOS211 | MXKF855542 | 06/04/2018 00:00:00 |
| 3 | GOS212 Printer | GOS212 | MXKF443195 | 05/11/2016 00:00:00 |
| 4 | GOS209 Printer | GOS209 | X6AK016713 | 04/08/2019 00:00:00 |

04/02/2025

Goshen Supported Printers Inventory

Description: Printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/02/2025 09:27:08

| Workstation | Make | Model | Serial # |
|-----------------------------------|---------|------------------------|----------------|
| GOS020 (Reference/Help Desk) | Toshiba | TOSHIBA e-STUDIO3015AC | CNAJ68387 |
| GOS021 (ADULT CIRC) | Toshiba | e-STUDIO330AC | CRFP71726 |
| GOS022 (Youth Services Workroom) | Toshiba | E-STUDIO2010AC | CNKH20678 |
| GOS023 (Youth services rear desk) | Lexmark | M1246 | S4600827108CFV |
| GOS196 (Business office) | OKI | MB472 | AK88029025C0 |
| GOS197 (Tech Services) | OKI | C712/N31198A | 503A1005902 |
| GOS198 (Admin suite) | OKI | C532/N36301A | AK85030514A0 |
| GOS225 (Local History) | Toshiba | e-STUDIO2010AC | CNKK10360 |

04/02/2025

April 2025 Stats

Memorandum

To: Board of Trustees

From: Amber Kirkwood, Head of Programming and Community Engagement

Re: April 2025 Monthly Report

Children Programming:

Peeps have taken over the library if you haven't noticed and kids have really enjoyed this theme. There are several in particular who are library regulars who show up to the library frequently with Plushie Peeps that they've won through Reading Challenges or obtained via Programs. One asynchronous program, "What's Your Peepsonality," was a HUGE hit, we had AT LEAST 600 paper peeps created. There was also a Poetree activity where kids made their own Poems and added them to a beautifully crafted tree. I had a few Specials this season that kids really enjoyed such as Dinosaurs Rock which had an attendance of 66 kids and parents. Spring Break was a busy week, we had around 60 kids total drop in for fun and crafts between the hours of 1 and 3.

Program Attendance:

Storytimes:

Wee Read :

April 7th - 12

April 14th - 14

April 21st - 12

April 28th - 11

Circletime :

April 7th - 16

April 14th - 8

April 21st - 3

April 28th - 0

Snuggle Up:

April 7th - 7

April 14th - 10

April 21st - Cancelled

April 28th - 11

Tunes and Tales :

April 8th - 25

April 15th - 31

April 22nd - 30

April 29th - 34

Toddletime :

April 9th - 22

April 16th - 20

April 23rd - 22

April 30th - 19

Bilingual Storytime :

April 10th - 20

April 17th - 16

April 24th - 10

Fun Friday Storytime :

April 11th - 8

April 18th - 11

April 25th - 12

Sensory Storytime :

April 5th - 10

Outreach:

Asynchronous:

April Scavenger Hunt - 119

Poet- Tree - 25

What's Your Peepsonality Paperdolls - 600

Specials:

Fetching Reads :

April 3rd - 14

April 17th - 13

Chillin with My Peeps:

April 7th - 16

April 14th - 15

April 21st - 10

April 28th - 17

Pokemon with your Peeps:

April 8th - 7

April 15th - 11

April 22nd - 6

April 29th - 6

Wednesday Specials:

April 9th - Spring Bingo - 18

April 16th - Dinosaurs Rock - 66

April 23rd - Decomposers are Awesome! - 21

April 30th -Spring Magic Show - 54

Boredom Busters:

April 11th - 4

April 25th - 5

Spring Break Drop Ins

April 14th - 14

April 15th - 9

April 16th - 27

April 17th -

April 18th - 8

Future Plans and Ideas:

The Children's Department and I will be finishing up the season programming wise in the beginning of May but there are some passive activities happening in conjunction with Mental Health Month and Children's Book Week. The first two weeks of June, we'll be having our annual School Visits at Scotchtown and Goshen Intermediate Schools to promote Summer Reading. This year's theme is "Color Our World" and our focus will be arts and crafts. We are very excited for Summer reading as it's the busiest time of year and the community really engages with reading and programming.

Adult Programming

Crafting is one of my favorite hobbies aside from reading and it seems that fellow Gosheners feel the same way! The Peep Felting program that I had on April 15th was a lot of fun and patrons had a blast making their own personalized Peeps. Christine Adams lead the program, who is a legend in the local crafting world as well as a librarian at Wallkill Library. Salute and Sip continues to do well as the attendance grows slowly, we're very happy to work with the Orange County VA as well as Goshen VA in providing a safe space for Veterans. The Jr Friends had an amazing program called Growing Up Goshen on April 11th. It was an after hours event where long time locals for Goshen were able to come and speak about fond memories they've had being in Goshen for most of their lives. It was an amazing experience for me, as I grew up in Rockland, to hear about all about the wonderful things in Goshen's past and how things have changed.

Program Attendance:

Clubs:

April 5th - Saturday Book Club - 6

April 4th - Cookbook Club - 9

April 10th - Horror Book Club - 6

April 21st - Romance Book Club - ?2

April 28th - Mystery Book Club - 11

August 19th - Video Game Club - 4

Salute and Sip:

April 3rd - 3

April 17th - 5

Wellness Wednesdays:

April 2nd – Gentle Yoga – 9

April 16th – Gentle Zumba – 7

April 30th – Gentle Yoga - 11

April 23rd – Gentle Zumba - 11

Afternoon Movies : Bogie's Best

April 11th - 1

April 18th - 1

Specials:

April 15th - Peep Needle Felting - 12

April 17th - Keystone Native Plants - 15

April 29th - Embroidery Basics - 7

Outreach:

April 24th - Cares Van - 15

Asynchronous:

Spice of the Month : Old Bay - 3

Next month, Ruth and Lara have a very exciting event planned to celebrate the Kentucky Derby called Derby Day! There will be finger foods, crafts like decorating your own Derby Hat and fun games including an inflatable horse race! For Mental Health Month, my focus is on programs that bring peace of mind such as a Decluttering your Home program on May 23rd and a Mantra Meditation Program on May 29th. We're also in the planning phases of programming for Summer Reading!

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

To: Board of Trustees
From: Ruth Mallard, Adult Services
Date: May 6, 2025
Re: Adult Services Department April 2025 report

The Adult Service staff answered 565 questions this April. We assisted patrons in finding their next book to read for pleasure. Emily Henry was a popular author this month. Patrons also asked for movies, tv shows and video games for their entertainment. Education and self-improvement questions were also topics of note with patrons asking for biographies, resources for learning other languages, guides to chess, colonial history and more. There are many days that the Library is visited by various groups from Inspire, Access and other such organizations. Many of these visitors want to spend their time on the computers, and we are happy to accommodate them as we can. However, for those who want to do something else, we have started providing some coloring pages and word searches as available activities for any one who would like.

The study rooms are as popular as ever. 76 unique patrons made 139 room bookings this month. Those bookings totaled 231 hours or 9 days, 15 hours, 29 minutes of occupancy out of a possible 541 hours of availability.

BOOK DISPLAYS OF THE MONTH:

- 📖 How Does Your Garden Grow?
- 📖 Reading With My Peeps

| Select Adult Collections Circulation | 2025 | 2024 |
|--------------------------------------|------|------|
| New Fiction | 550 | 539 |
| New Nonfiction | 216 | 172 |
| Fiction | 942 | 965 |
| Nonfiction | 684 | 611 |
| Large Print | 368 | 411 |
| Audiobook | 94 | 124 |
| DVDs | 380 | 517 |
| Videogames | 82 | 101 |
| Puzzles & Board Games | 33 | 22 |
| Museum Passes | 7 | 6 |

| Digital Circulation | 2025 | 2024 |
|----------------------------|-------------|-------------|
| Libby (Overdrive) | 2276 | 1544 |
| <i>e-book</i> | <i>956</i> | <i>736</i> |
| <i>audio</i> | <i>1022</i> | <i>720</i> |
| | | |
| Hoopla | 651 | 556 |
| <i>e-book</i> | <i>160</i> | <i>146</i> |
| <i>audio</i> | <i>372</i> | <i>322</i> |

Memorandum

To: Board of Trustees

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

Date: May 1, 2025

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

We were overflowing with peeps at the library in April, celebrating everything you can do with your "peeps" at the library! Our teen "peeps" came in to play some tabletop games, make beaded animal keychains, and taste test some new potato chip flavors this month. The favorite chip flavor was Buffalo Wing and the most popular animal keychain was a lizard. We also had a pop up peep tasting on the day of the vote, where we offered a variety of peeps to taste and identify. Most of the flavors were fairly easy to identify although the Rice Krispie Treat flavor stumped everyone. The overall favorite was Cotton Candy, closely followed by chocolate pudding.

Lynn Banghart and I attended Foam Cannon Training this month at RCLS. The children's department is planning to use the foam cannon that RCLS recently purchased as a part of our end of summer reading celebration in August. In order to use the foam cannon you must complete a training on how to use it properly. Lynn and I had lots of fun learning how to make the foam solution, hook up and use the cannon, and experience the foam first hand. This will definitely be a hit with kids (and adults) of all ages! We are fortunate that RCLS is able to purchase and loan out these kinds of equipment that can really enhance our programming.

Lynn also attended the NYLA YSS conference this month. Her report on what sessions she attended is included in my monthly report. Lynn came back from the conference with lots of ideas and inspiration. I am thrilled that we are able to offer these kinds of professional development experiences to our library staff members. Making connections with other librarians from around the state and learning about what they are doing at their libraries is a vital part of ensuring that we are offering our patrons the best possible service. I hope to offer these kinds of professional development opportunities to more staff members in the future.

Finally, the children's department is in the process of planning to introduce a small library of things for kids and families. We are currently looking at what items to include and where to house the collection. I will have more information on this new addition next month but we are very excited to add this to our collection in the near future!

YSS Annual Conference-April 4, 2025

Submitted by: Lynn Banghart

I had the opportunity to attend the Youth Services Section (YSS) Annual Conference on April 4, 2025 in Mt. Kisco, NY. It was a great day filled with informative sessions and networking with colleagues from RCLS libraries, as well as from other libraries throughout New York State. I attended three different sessions throughout the day that focused on different aspects of youth services and offered some great insight and tips.

The first session that I attended was *Toddler Tornadoes and Preschool Free-For-Alls*. The presenter, gave her thoughts and suggestions on how to set expectations for children and caregivers in storytime and ways in which to get a program back on track, if necessary. I came away from the session with some new ideas to implement during programs to maintain the attention of our young library patrons.

Session two, *Stop! Collaborate and listen: Bringing Storytimes to Your Communities* focused on community outreach and collaboration with local organizations. The presenter shared her experiences in reaching out to her local schools and town recreation department, as well as some unconventional venues, such as the laundry mat. Based on her community needs, she finds success in outreach since many people can not attend the library regularly. Tips on creating lasting relationships and collecting feedback from the community were also discussed.

My third session of the day was *Table Talks*, roundtable discussions and hands on activities that focused on a range of program ideas. These talks included *Programming that Works*, in which participants shared successful programming ideas and ways to implement them. *Zombie Doll Hunt* is a Halloween inspired scavenger hunt that included costumes, puzzle solving and activities for older elementary students. The final discussion focused on an award winning STEM program called *Silly Scientist*. The presenter offered information and handouts detailing how she developed the program based on science experiments and activities. She gave tips on creating our own programs and on what worked and what improvements she made.

The conference closed with a discussion and Q & A with author Maulik Pancholy. Mr. Pancholy talked about his youth and how that inspired his books and he discussed his books being challenged and how he has responded to those challenges. He also included some funny stories about his career as a successful actor in Hollywood, as well as his future plans to write more books.

I appreciate the opportunity to have been able to attend this conference, as it was engaging and educational. I look forward to attending more professional development workshops in the future.

Goshen Public Library & Historical Society

Local History Committee

To: Goshen Public Library & Historical Society Board of Trustees

From: Local History Committee

The Local History Committee has begun to review the holdings in the Local History Room and has several recommendations.

1.) Bank of Orange County Ledgers dating from 1828 to 1937.

The six boxes of ledgers were donated to the Library over thirty years ago. While it is not clear as to the books' condition at the time of the donation, they are currently in very poor condition due to mold. The cost to remediate the mold in all of the volumes, if we could find someone to do the work, would be prohibitive for the Library. Michelle Figliomeni, a committee member, Town of Goshen Historian and President of the Orange County Historical Society, is very familiar with the material and is of the opinion that they are not worth keeping in our collection and are of no significant historical value particularly in light of their condition.

It is the Committee's recommendation that, in the interest of safety and valuable storage space, all of the ledgers, with the possible exception of one which could be maintained as a sample in a sealed container, be discarded.

2.) Library Excavation Artifacts

Prior to construction of our new library building an archeological study of the site was conducted by Strata Cultural Resource Management, LLC. The firm submitted a detailed report to the library which includes extensive material that outlines the history of the property. The report also includes a very detailed listing of artifacts that were uncovered. Three boxes of material, with items labeled as to the exact location where they were found, were also given to the Library.

It is our recommendation that we maintain most materials in the boxes for possible future study. We also recommend the several larger items of no particular historic value be discarded.

These items include a piece of terra cotta drain pipe, a square of terra cotta tile, and an extremely rusty piece of metal.

The report from Strata will be accessioned and maintained in our Local History Room.

3.) Topographical Maps

Two of our committee members have undertaken an inventory of the large number of maps that are part of our collection in the Local History Room. The purpose of the project is to produce a list of all of our maps and their condition. An additional goal is to make recommendations to the Board to remove specific materials if they are deemed to unnecessary or redundant. As the inventory proceeds we expect to bring further recommendations, however, at this time our focus is on topographical maps in the collection.

There are a large number of topographical maps in the collection that were developed by the United States Department of the Interior Geological Services. While many of these maps cover areas within our library district, there are approximately 93 maps that cover locations in surrounding counties and states. The maps take up valuable space in the Local History Room and the information that they contain can be easily obtained on line.

It is our recommendation that the maps covering areas outside of our district be removed from the collection. The Friends group could be approached to see if they would be interested in the maps for distribution in their used book room and at their book sales. If there is no interest by the Friends group the maps could be offered to other institutions in the covered areas or discarded.

Thank you for your consideration of these recommendations.

Robert T. Quinn

Local History Committee

D.O.C.

***CLEANING SERVICES
& PROPERTY MAINTENANCE***

COMMERCIAL CLEANING PROPOSAL

Prepared for:



May 6, 2025



Cleaning Proposal

Your Cleaning Schedule – Working for You!

D.O.C combines our vigorous cleaning and tracking procedures with a cleaning schedule customized for your specific needs.

The following proposal has been specifically designed for Goshen Public Library
D.O.C. Cleaning Service will supply all cleaning supplies and equipment.

CLEANING SCOPE

Carpet Cleaning

- Carpet cleaning and upholstery cleaning throughout the entire building
 - First Floor approximately 6500 sq feet
 - First floor 50 chairs and sofas
 - Second floor approximately 5300 sq feet
 - Second floor 40 chairs and sofas

Window cleaning

- Cleaning of all windows inside and outside including window sills
 - 120 Building windows
 - 120 Lobby windows
 - Removal of all screens for cleaning and reinstallation

Building Soft Wash

- Soft wash of entire exterior of building. This process will Gently remove dirt, mold, and algae without harming surfaces.

NOTES: Recommended not to reinstall screens. This will add longevity to the cleanliness of the windows, in addition to soft washing the entire exterior.

Window cleaning will have to be scheduled on an overcast day. Carpet cleaning will not be scheduled on a humid or rainy day.



Pricing Agreement

CLIENT: Goshen Public Library

CLEANING LOCATION: 366 Main Street
Goshen, NY 10924
Attention: Gustavo Lopez
glopex@rcls.org

FREQUENCY: One time

START DATE: TBD

CLEANING PRICE Carpet and upholstery cleaning- \$5,600
Window Cleaning- \$2,900
Soft washing- \$ 1,800

- **NOTE:** Pricing is valid for 60 days from the proposal date unless specifically extended by D.O.C. at its sole discretion.
- Duration of the contract: TBD
- Withdrawal right: Goshen Public Library may withdraw from the contract at any prior to the start of work.
- Liability of D.O.C. cleaning services for damages and indemnity
- Applicable law and jurisdiction

PAYMENT TERMS: Invoices will be submitted upon job completion.
Any invoice over 45 days outstanding, late fees will be applied.

HOLIDAYS (Days Not Serviced): New Year's Easter
Labor Day Memorial Day
Thanksgiving (Including Black Friday)
Independence Day Christmas Day

OTHER CONDITIONS:

By executing this Agreement, the parties agree to be bound by these terms and the conditions set forth in the accompanying Cleaning Agreement.

Goshen Public Library

D.O.C Professional Cleaning Services &
Property Maintenance

BY: _____

BY: *Pasquale Prozzillo*



DOWELL PROPERTY SERVICES

(262)-215-5159

WYLIE AND VICTORIA DOWELL
757 OAK RIDGE ROAD ELLENVILLE NEW YORK 12428

| Name | Goshen library | Date | 3/15/25 ESTIMATE |
|---|--|-------|------------------|
| Address | 366 Main St, Goshen NY | Phone | |
| Service | Description | Total | |
| Entrance outsides (142) | Entrance and front windows | 285 | |
| Entrance insides (130) | Entrance and front windows | 390 | |
| Interior entrance facing windows (32) | High interior windows facing the entrance on second floor | 95 | |
| Interior entrance facing windows (32) | Inner side of windows facing entrance on 2nd floor | 65 | |
| Tower insides (9 windows) | Mentioned not as necessary so separate | 35 | |
| Outsides windows of building (~584) | Does not include main entrance outsides but all other windows | 650 | |
| Insides of all exterior facing windows (~539) | insides of exterior facing windows not including the main entrance | 540 | |
| | | Tax | 8.125% |
| | | Total | |



DOWELL PROPERTY SERVICES

(262)-215-5159

WYLIE AND VICTORIA DOWELL
757 OAK RIDGE ROAD ELLENVILLE NEW YORK 12428

| Name | | Date | |
|---|--|-------|---------|
| Address | | Phone | |
| Service | Description | Total | |
| Window screens (113) | Removal, Cleaning, and reinstalling | 350 | |
| Window sills deep clean (114) | For the exterior facing windows. Deep clean into cracks and crevices of window sill. | 300 | |
| Interior windows (362) | Windows that are not on the outsides of the building | 725 | |
| | | | |
| Numbers represent quantity. I.e panes of glass, screens, sills, etc | | | |
| | | | |
| Grand total | | 3435 | |
| | | Tax | 279.10 |
| | | Total | 3714.10 |

Mr. K's Carpet Service , Inc.

ESTIMATE

18 Ladentown Rd.
Pomona, NY 10970
(845)-354-3673

www.mrkscarpet.com

| DATE | ESTIMATE # |
|-----------|------------|
| 4/30/2025 | 68853 |

| NAME / ADDRESS |
|---|
| Goshen Public Library 366 Main St. Goshen, NY 10924 |

| TERMS | PROJECT |
|--------|---------|
| Net 30 | |

| DESCRIPTION | QTY | COST | TOTAL |
|---|-------|--------------|------------|
| Carpet cleaning : | | | 0.00 |
| 1st. Floor | | | |
| Steam clean all carpet. | 6,300 | 0.40 | 2,520.00 |
| Steam clean all carpet and vinyl inlays in children's library area on 2nd floor. | 5,200 | 0.40 | 2,080.00 |
| Clean & Protect Upholstery : | | | 0.00 |
| 1st floor | | | |
| Steam clean & protect fabric Chair backs in Lobby. | 4 | 20.00 | 80.00 |
| Clean seat backs only. | | | |
| Steam Clean & Protect Bench. | 6 | 35.00 | 210.00 |
| Steam clean & protect Arm Chair. | 4 | 50.00 | 200.00 |
| Steam clean & protect Arm Chair with fabric on sides and back only. Seat area is vinyl not being cleaned. | 4 | 25.00 | 100.00 |
| Steam clean & protect Arm Chair with fabric on back only, remaining area is vinyl not being cleaned. | 2 | 10.00 | 20.00 |
| Steam clean & protect fabric Chair backs similar to seats in Lobby. Clean seat backs only. | 4 | 20.00 | 80.00 |
| Upholstery on 2nd floor: | | | |
| Steam clean & protect Arm Chair with fabric on sides and back only. Seat | 4 | 25.00 | 100.00 |
| Steam clean & protect back to back booth bench, all fabric and vinyl. | 2 | 150.00 | 300.00 |
| Tax | | 8.375% | 0.00 |
| | | TOTAL | \$5,690.00 |