GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, May 18, 2022

4:00 P.M. - This meeting will be held via Zoom Conference call

Zoom Conference Link: https://us2web.zoom.us/j/83166372465
Meeting ID: Dial number 831 6637 2465
Option 2: Dial-in number 1-929-205-6099

1. Call to order
2. Attendance
3. Minutes of: Regular Meeting of April 20, 2022
4. Matters Arising from Minutes
5. Public Comments
6. Correspondence
7. Director’s Report
8. Treasurer’s Report
9. President’s Report
10. New Business:
   1. Review procedures: 1. Over Due Notice Policy
      2. Volunteer Policy
11. Old Business:
   1. Accept procedures: Collection, Acquisition, Development, & Retention
      Unattended Child Policy
      Policies for patron Behavior
12. Any other business rightly before the board.
13. Adjournment

NEXT MEETING WEDNESDAY, June 15, 2022 AT 4:00 P.M.

Received May 13th, 2022, 12:50 p.m.

Attest Goshen Town Clerk
Director’s Report of the
Goshen Public Library
April 2022
Meeting held May 18, 2022

All meetings are via Zoom

Monday April 4 – Mark Albertson - 8 patrons
Monday April 4 – Tidy Up – 3 patrons
Tuesday April 5 – Story Time – 2 patrons (in person)
Tuesday April 6 – Story Time – 10 patrons (in person)
Monday April 11 – Great Decisions – 7 patrons
Tuesday April 12 – Writers Group – 4 patrons
Tuesday April 12 – School Visit – 142 students and staff (in person)
Monday April 18 – Great Decisions – 7 patrons
Monday April 18 – Tidy Up – 5 patrons
Tuesday April 19 – Story Time – 7 patrons (in person)
Tuesday April 19 – Spring Break Program – Bouncy Balls – 20 patrons (in person)
Wednesday April 20 – Story Hour 10 patrons (in person)
Wednesday April 20 – Spring Break Program – Sidewalk Chalk – 9 patrons (in person)
Friday April 22 – Spring Break Program – Earth Day Crafts – 18 patrons (in person)
Monday April 25 – Great Decisions – 5 patrons
Tuesday April 26 – Writers Group – 6 patrons
Tuesday April 26 – Story Time – 6 patrons
Wednesday April 27 – Story Time – 12 patrons
Wednesday April 27 – Earth Day Program – 11 patrons

Give Local 2021 – April 26th and 27th – $2180 raised – 35 donors
CT State Library – Passport Program – 56 passports stamped – 9 patrons participated

<table>
<thead>
<tr>
<th>Hoopla</th>
<th>2022</th>
<th>2021</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>audiobook</td>
<td>34</td>
<td>18</td>
<td>29</td>
<td>18</td>
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<tr>
<td>eBook</td>
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<td>13</td>
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<td>5</td>
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<tr>
<td>music download</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Movie</td>
<td>1</td>
<td>4</td>
<td>15</td>
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<tr>
<td>TV</td>
<td>10</td>
<td>1</td>
<td>4</td>
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| Kanopy (streaming movies) | 21 plays | 23 plays | 43 plays | 21 plays |
### April Statistics

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
<th>2020</th>
<th>2019</th>
<th>2018</th>
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</thead>
<tbody>
<tr>
<td>Patron Visits</td>
<td>608</td>
<td>344</td>
<td>0</td>
<td>935</td>
<td>1144</td>
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<tr>
<td>Program Attendance</td>
<td>127</td>
<td>60</td>
<td>71</td>
<td>157</td>
<td>128</td>
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<tr>
<td>Web Visits</td>
<td>1339(871)</td>
<td>2068(911)</td>
<td>2557(806)</td>
<td>2002(885)</td>
<td>2177</td>
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<tr>
<td>Computer Use</td>
<td>17</td>
<td>20</td>
<td>0</td>
<td>62</td>
<td>92</td>
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### Statistics for April

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<tr>
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<th>2020</th>
<th>2019</th>
<th>2018</th>
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<tbody>
<tr>
<td>Adult Book Circulation</td>
<td>394</td>
<td>424</td>
<td>178</td>
<td>518</td>
<td>524</td>
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<tr>
<td>YA Book Circulation</td>
<td>17</td>
<td>4</td>
<td>10</td>
<td>22</td>
<td>57</td>
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<tr>
<td>Children’s Book Circulation</td>
<td>353</td>
<td>254</td>
<td>27</td>
<td>443</td>
<td>336</td>
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<tr>
<td>Adult Periodicals</td>
<td>24</td>
<td>12</td>
<td>13</td>
<td>32</td>
<td>27</td>
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<tr>
<td>Graphic Novel</td>
<td>39</td>
<td>16</td>
<td>0</td>
<td>62</td>
<td>33</td>
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<tr>
<td>Adult Videos/DVD</td>
<td>61</td>
<td>82</td>
<td>28</td>
<td>122</td>
<td>253</td>
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<tr>
<td>Adult CLC/DVD</td>
<td>11</td>
<td>9</td>
<td>2</td>
<td>63</td>
<td>80</td>
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<tr>
<td>Children’s Videos/DVD</td>
<td>4</td>
<td>6</td>
<td>0</td>
<td>86</td>
<td>64</td>
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<tr>
<td>Children’s CLC/DVD</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>1</td>
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<tr>
<td>Sound Recordings</td>
<td>11</td>
<td>2</td>
<td>0</td>
<td>50</td>
<td>66</td>
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<tr>
<td>ILL</td>
<td>34</td>
<td>55</td>
<td>0</td>
<td>45</td>
<td>77</td>
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<tr>
<td>Museum Passes</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>14</td>
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**Total Circulation**

|          | 975 | 899 | 259 | 1496 | 1550 |

### OverDrive

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<td>eBook circulation</td>
<td>102</td>
<td>82</td>
<td>91</td>
<td>67</td>
<td>67</td>
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<tr>
<td>downloadable Audio Books</td>
<td>103</td>
<td>94</td>
<td>60</td>
<td>119</td>
<td>78</td>
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<tr>
<td>holds audio</td>
<td>67</td>
<td>75</td>
<td>69</td>
<td>70</td>
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<tr>
<td>holds eBook</td>
<td>109</td>
<td>110</td>
<td>96</td>
<td>76</td>
<td>74</td>
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GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
TREASURER’S REPORT
Wednesday, May 18, 2022

The Director reported receiving a total of $69.80 in March 2022 and $78.45 from operations in April 2022.

Funds held by the Town of Goshen for Goshen Public Library purposes only:

Harmon Fund

The Harmon Fund is held in a Certificate of Deposit and a Money market account, both at Torrington Savings Bank (TSB). The CD principal is $35,000, maturing on 09/05/2022 with an annual interest rate of 0.3% paid monthly. The interest earned on the CD in April was $8.34.

An additional $0.36 was earned on the associated TSB Money Market account. This brought the ending balance on April 29, 2022, to $6,429.62 from an opening balance of $6,429.26. There were no withdrawals from the Money Market account.

The Library Fund

The Library Fund balance as of April 30, 2022, was $9,889.26 (no change). There were no expenditures against this account in December.

Goshen Public Library Endowment Fund (Managed by Northwest Connecticut Community Foundation)

As of March 31, 2022, the fund has a balance of $37,271.76, down from the 12/31/2021 balance of $39,791.04. The losses are due to Administrative and Investment Management fees totaling $99.12 and Net Unrealized Losses of $2,420.16. There have been no contributions to the fund since 2019.

Connecticut Community Foundation – Advised Fund

For 2022, the fund had an opening balance of $38,225.44. Dividends & Interest Net of Fees, and Unrealized Capital Gains for the year to date totaled ($1,726.31) and Administrative Fees of $124.23 for a Net Return of ($1,850.54). The ending balance on March 31, 2022, was $36,374.90.

Connecticut Community Foundation – Donor Fund

For 2022 the fund has an opening balance of $79.48. The ending balance on March 31, 2022, was $75.63, reflecting an Unrealized Capital Loss of $3.97 and Administrative Fees of $0.26.

Respectfully Submitted,

Patricia Sanders
Treasurer, Goshen Public Library Board of Directors
Over Due Notice

When an item is **overdue 14 days** – we will either call or send out a reminder. (This is to be determined by number of overdue and the cost of mailing out reminders.) Offer to renew the item if they are still reading it. This is reminder #1.

When an item is **28 days overdue** we will mail out reminder #2 asking for the book back and saying that a 3rd reminder is a bill for the material to be replaced.

When library material is **2 months overdue** the Library Director will send a letter and a bill explaining the costs of replacing material and the time involved in re-cataloging an item.

March 16, 2011
Goshen Public Library

Volunteer Policy

The Goshen Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services.

➤ Volunteers must conform to all rules of the Goshen Public Library under the supervision of the Library Director.

➤ Volunteers may be used for special events, projects and activities or on a regular basis to assist staff.

➤ Services provided by volunteers will supplement but not replace regular services and volunteers will not be used in place of hiring full- or part-time staff.

➤ Because circulation records are confidential, volunteers may not work at the circulation desk. During times of extreme emergency only, a member of the Library board who has been trained to use the library’s circulation system may fill in at the circulation desk.

Volunteers may apply for paid positions under the same conditions as other outside applicants.

Approved by the Goshen Public Library Board of Directors on May 18, 2011

Received May 13th, 2022 12:30 PM

Attest: [Signature]
Goshen Town Clerk