

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, May 17, 2023

4:00 P.M. - This meeting will be held in Conference Room Town Hall or via

Zoom Conference Link: <https://us2web.zoom.us/j/89859293548>

Meeting ID: Dial number 898 5929 3548

Option 2: Dial-in number 1-929-205-6099

1. Call to order
2. Attendance
3. Minutes of Special Meeting of April 28, 2023
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 Resumes for Library Director
11. Old Business:
12. Any other business rightly before the board.
13. Adjournment

NEXT MEETING WEDNESDAY, June 21, 2023 AT 4:00 P.M.

Received May 15, 2023 11:21 AM

Attest   
Asst. Goshen Town Clerk

## GOSHEN PUBLIC LIBRARY

### Minutes of Board of Directors Special Meeting

Friday April 28, 2023

1. CALL TO ORDER: Meeting called to order at 10:34 AM by President Henrietta Horvay.
2. ATTENDANCE: Present in the conference room board members Henrietta Horvay, Josephine Jones, Patricia Sanders, Lynette Miller, Johanna Kimball. Library Director Lynn Steinmayer.
3. MINUTES OF SPECIAL MEETING APRIL 24, 2023: Motion to accept the minutes made by Henrietta Horvay. Second Patricia Sanders. Vote unanimous.
4. MATTERS ARISING FROM MINUTES: None
5. REVIEW OF LIBRARY DIRECTOR'S JOB DESCRIPTION: Discussion of required qualifications.

Motion by Henrietta Horvay. Second Lynette Miller to get information from COG regarding salaries and hours of neighboring towns. Vote unanimous.

- Education, Training and Experience: A master's degree in Library and Information Sciences (MLIS) from an ALA-accredited college. Minimum of two years working experience in a library. Preferably one year of supervisory experience. Motion to accept Lynette Miller. Second Josephine Jones. Vote unanimous.
- Essential Job Functions/Primary Responsibilities: Assist in the development of short and long-range plans for the

library; assist with grant writing. Motion to accept Lynette Miller. Second Josephine Jones. Vote unanimous.

Ensure safe working conditions for employees and patrons of the library. Motion to accept Josephine Jones. Second Patricia Sanders. Vote unanimous.

6. Executive Session: Motion at 11:32 am to go into executive session made by Josephine Jones. Second Lynette Miller. Vote unanimous. Present for executive session. First Selectman Todd Carusillo. Motion to close executive session at 11:36 made by Henritta Horvay. Second Patricia Sanders. Vote unanimous.

11:37 motion by Henrietta Horvay to resume regular session. Second Lynette Miller. Vote unanimous.

7. Adjournment: Motion to adjourn at 11:48 am made by Lynette Miller. Second Patricia Sanders. Vote unanimous.

**NEXT REGULARLY SCHEDULED MEETING WEDNESDAY MAY 17, 2023 AT  
4PM**

Respectfully submitted,

*Johanna Kimball*  
Johanna Kimball

Library Board Secretary

Received <sup>May</sup> ~~April~~ 1, 2023 @ 9:19 AM  
Attest *Becky Z. Bley*  
Goshen Town Clerk

**Director's Report of the  
Goshen Public Library  
April 2023  
Meeting held May 17, 2023**

**All meetings are via Zoom unless otherwise marked**

- Monday April 3** – Mark Albertson - 10 patrons
- Saturday, April 8** – Early Music (at the Old Town Hall) – 49 patrons
- Monday April 10** – Great Decisions – 5 patrons
- Monday April 10** – Tidy Up – 2 patrons
- Tuesday April 11** – Story Time 10 patrons (in person)
- Tuesday April 11** – Writers Group – 4 patrons (hybrid)
- Wednesday April 12** – Story Time – 4 patrons (in person)
- Wednesday April 12** -- Butterfly Houses – 6 patrons (in person)
- Monday April 17** – Great Decisions – 7 patrons
- Tuesday April 18** – Story Time – 15 patrons (in person)
- Wednesday April 19** – Story Time -- 8 patrons (in person)
- Thursday April 20** – fREADom to Read – 14 patrons at the Congregational Church (in person)
- Friday April 21** – Dungeons & Dragons – 10 patrons (in person)
- Saturday April 22** – Family Story Time – 8 patrons (in person)
- Monday April 24** – Great Decisions – 7 patrons
- Tuesday April 25** – Writers Group – 5 patrons (hybrid)
- Tuesday April 25** – Story Time – 7 patrons (in person)
- Wednesday April 26** – Goshen Center School visit 132 students (in person)
- Friday April 28** – House Luminaries – 7 patrons (in person)

**Give Local 2023 – April 25<sup>th</sup> and 26<sup>th</sup>** – \$1860 raised – 25 donors (\$1360 & \$500 special prize)

	2023	2022	2021	2020	2019
<b>Hoopla –</b>					
audiobook	40	34	18	29	18
eBook	23	5	13	11	5
music download	3	0	2	0	1
Movie	4	1	4	15	
TV	4	10	1	4	
<b>Kanopy (streaming movies)</b>	38 plays	21 plays	3 plays	43 plays	21

<b>April Statistics</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Patron Visits	547	608	344	0	935
Program Attendance	193	127	60	71	157
Web Visits	2410 (1190)	1339(871)	2068(911)	2557 (806)	2002
Computer Use	37	17	20	0	62

## **Statistics for April**

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Adult Book Circulation	410	394	424	178	518
YA Book Circulation	13	17	4	10	22
Children's Book Circulation	387	353	254	27	443
Adult Periodicals	15	24	12	13	32
Graphic Novel	31	39	16	0	62
Adult Videos/DVD	31	61	82	28	122
Children's Videos/DVD	3	4	6	0	86
Sound Recordings	10	11	2	0	50
ILL	61	34	55	0	45
Museum Passes	7	2	0	0	11
<b>Total Circulation</b>	<b>1012</b>	<b>975</b>	<b>899</b>	<b>259</b>	<b>1496</b>
<b>July 1 to April 30 -</b>	<b>10,086</b>	<b>9,421</b>	<b>8,961</b>	<b>13,237</b>	<b>15,154</b>
<b>OverDrive</b>					
<b>eBook circulation</b>	<b>85</b>	<b>102</b>	<b>82</b>	<b>91</b>	<b>67</b>
<b>downloadable Audio Books</b>	<b>92</b>	<b>103</b>	<b>94</b>	<b>60</b>	<b>119</b>
holds audio	87	67	75	69	70
holds eBook	130	109	110	96	76
magazines	7				
Total circulation (all venues in April)	1308	1251	1116	519	1727

## Town of Goshen

# Profit & Loss Budget vs. Actual

July 2022 through June 2023

Ordinary Income/Expense	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>				
<b>LIBRARY</b>				
5003-21 · Clerical Wages - Library	0.00	668.00	-668.00	0.0%
5810-21 · Books Purchased	14,079.96	17,500.00	-3,420.04	80.46%
5237-21 · Computer Supplies	776.97	1,750.00	-973.03	44.4%
5238-21 · Computer Support	5,768.47	6,700.00	-931.53	86.1%
5232-21 · Equipment Repair	-0.10	250.00	-250.10	-0.04%
5220-21 · Legal Notices	0.00	25.00	-25.00	0.0%
5001-21 · Library Director	48,657.60	58,389.00	-9,731.40	83.33%
5002-21 · Library Staff Wages	58,653.19	69,287.00	-10,633.81	84.65%
5223-21 · Meetings & Dues	839.50	800.00	39.50	104.94%
5215-21 · Mileage Reimbursements	252.07	750.00	-497.93	33.61%
5250-21 · Miscellaneous	0.00	75.00	-75.00	0.0%
5211-21 · Office Supplies	529.19	800.00	-270.81	66.15%
5813-21 · Other Media Purchases	2,408.79	3,500.00	-1,091.21	68.82%
5811-21 · Periodicals Purchased	1,760.84	1,900.00	-139.16	92.68%
5214-21 · Postage	616.61	1,100.00	-483.39	56.06%
5235-21 · Professional Development	35.00	300.00	-265.00	11.67%
5850-21 · Programming	20.96	400.00	-379.04	5.24%
5217-21 · Supplies	149.12	200.00	-50.88	74.56%
5812-21 · Videos Purchased	1,534.27	2,500.00	-965.73	61.37%
<b>Total LIBRARY</b>	<u>136,082.44</u>	<u>166,894.00</u>	<u>-30,811.56</u>	<u>81.54%</u>
<b>Total Expense</b>	<u>136,082.44</u>	<u>166,894.00</u>	<u>-30,811.56</u>	<u>81.54%</u>
<b>Net Ordinary Income</b>	<u>-136,082.44</u>	<u>-166,894.00</u>	<u>30,811.56</u>	<u>81.54%</u>
<b>Net Income</b>	<u><u>-136,082.44</u></u>	<u><u>-166,894.00</u></u>	<u><u>30,811.56</u></u>	<u><u>81.54%</u></u>

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS  
TREASURER'S REPORT  
Wednesday May 17, 2023

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

**1. Harmon Fund TSBACCT#xxxxxx11450**

The Harmon Fund is held in a Certificate of Deposit and a Money Marker account, both at Torrington Savings Bank (TSB).

Beginning Balance:			\$ 5,029.31
On April 28 Credit amount		.39	
No deposit transfer from * 5289			
	Total	.39	\$5029.70
The ending balance on April 28, 2023:			
No withdrawals were made from the Money Market account in April.			

**2. The Library Fund:**

The balance of the due/to fund remains at \$8,928.87 as per the last report.

Funds Held/Managed by Foundations

**1. Connecticut Community Foundation - Advised Fund - #00382**

Funds Balance as of March 31, 2023

The ending balance and "Available to Spend" amount is: \$33,796.36

**2. Connecticut Community Foundation - Donor Fund - #00443**

Funds Balance as of March 31, 2023

The ending balance and "Available to spend" amount is: \$ 119.94

**3. Northwest CT Community Foundation**

Beginning Fund Balance			\$34,598.53
<u>Contributions and Investments:</u>			
Dividend and Interest Income		97.04	
Realized Gain/Loss		3,222.67	
Unrealized Gain/Loss		( 1,155.56)	
<u>Withdrawals:</u>			
Administrative Assessment		( 88.63)	
Investment Management Fees		( 40.35)	
<u>ENDING FUND BALANCE as of March 31, 2023</u>			<u>\$36,633.70</u>