

**GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS**

Monthly Meeting Wednesday, January 17, 2024 4:00 P.M.

This meeting will be held in the conference Room of the Town Hall  
via Zoom Conference call and Zoom Conference Link:

**Join Zoom Meeting: <https://us02web.zoom.us/j/81586306211>**

Meeting ID: Dial number 815 8630 6211

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

1. Call to order
2. Attendance
3. Minutes of: Regular Meeting of December 20, 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. New Children's Coordinator status
  2. Budget discussion for February meeting
11. Old Business:
12. Executive Session: review Library Director Performance Appraisal
13. Any other business rightly before the board.
14. Adjournment

NEXT MEETING WEDNESDAY, February 21, 2024 AT 4:00 P.M.

Received Jan 11, 2024 @ 3:04 P.M.

Attest Bee Ann Z Buea  
Goshen Town Clerk

## **GOSHEN PUBLIC LIBRARY**

### **Minutes of Board of Directors Regular Meeting**

**Wednesday, December 20, 2023**

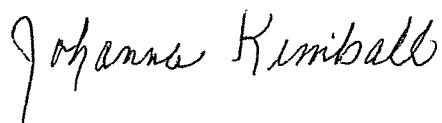
1. CALL TO ORDER: Meeting called to order at 4 pm by President Henrietta Horvay.
2. ATTENDANCE: Present in the conference room board members Henrietta Horvay, Johanna Kimball, Josephine Jones, Lynette Miller, Patricia Sanders, Anne Green and Library Director Tabitha Guarnieri.
3. MINUTES OF REGULAR MEETING November 15, 2023, Motion to accept the minutes, Josephine Jones. Second Patricia Sanders. Vote unanimous.
4. MATTERS ARISING FROM MINUTES: Correct spelling of Barret to read Barrett. In the future it is not necessary to include in attendance a guest unless the individual identifies themselves and speaks.
5. PUBLIC COMMENT: None
6. CORRESPONDENCE: None
7. DIRECTOR'S REPORT: Tabitha reported attendance at programs was holding at about the same. Total circulation is almost up to precovid numbers. The budget is on target. After discussion a motion was made by Lynette and Second by Anne Green. The next Biannual Report of The Friends of the Library shall be reviewed and approved by the Library Board of Directors before publication. Vote unanimous. Motion to accept the Director's report, Lynette Miller. Second Patricia Sanders. Vote unanimous.

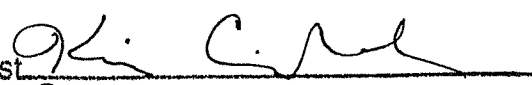
8. TREASURER'S REPORT: Report given by Henrietta Horvay. Motion to receive the report, Josephine Jones. Second Patricia Sanders. Vote unanimous.
9. PRESIDENT'S REPORT: Henrietta distributed a packet containing the town performance appraisal form for Sr. Staff, Management and Supervisory Positions. Tabitha will be given a 6 month review. Board members will review, and discussion will be held in executive session at the next regularly scheduled meeting. Motion to accept the President's Report Johanna Kimball. Second Josephine Jones. Vote unanimous.
10. NEW BUSINESS: ELECTION OF OFFICERS
  - PRESIDENT; Nomination Henrietta Horvay made by Josephine Jones. Second Lynette Miller. Vote unanimous.
  - VICE PRESIDENT: Nomination Josephine Jones made by Lynette Miller. Second Patricia Sanders. Vote unanimous.
  - SECRETARY; Nomination Anne Green made by Lynette Miller. Second Josephine Jones. Vote unanimous.
  - TREASURER: Motion to have Henrietta continue as acting treasurer made by Lynette Miller. Second Josephine Jones. Vote unanimous.
11. OLD BUSINESS: Holiday cheer with Staff and Friends of the Library following the meeting.
12. ANY OTHER BUSINESS RIGHTLY BEFORE THE BOARD: None
13. ADJOURNMENT: Motion to adjourn at 4:38 pm made by Lynette Miller. Second Patricia Sanders. Vote unanimous.

**NEXT REGULAR MEETING 4 PM, Wednesday January 17, 2024**

Respectfully submitted,

Johanna Kimball, Library Board Secretary

2 

Received Dec. 21, 2023 2:52 PM  
 Attest   
 ASST, Goshen Town Clerk

**Director's Report of the  
Goshen Public Library  
December 2023  
Meeting held on January 17, 2024  
All Meetings held via Zoom unless otherwise marked**

**Programs**

- December 1, Friday – Ornament Making – 9 patrons (in person)
- December 4, Monday – Mark Albertson – 9 patrons
- December 5, Tuesday – Story Time – 3 patrons (in person)
- December 11, Monday – Writer's Group – 3 patrons
- December 11, Monday – History Club – 5 patrons
- December 13, Wednesday – Story Time – 2 patrons (in person)
- December 15, Friday – PicWits – 4 patrons (in person)
- December 15, Friday – Dungeons and Dragons – 6 patrons (in person)
- December 18, Monday – History Club – 7 patrons
- December 19, Tuesday – Story Time – 7 patrons (in person)
- December 20, Wednesday – School Visit – 145 patrons (in person)
- December 26, Tuesday – Story Time – 8 patrons (in person)
- December 27, Wednesday – Story Time – 14 patrons (in person)
- December 27, Wednesday – Gingerbread Hunt – 21 patrons (in person)
- December 29, Friday – Not Quite New Year's Eve – 25 patrons (in person)

<b>Hoopla:</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Audiobooks & Music	37	16	44	36	12
eBook	36	10	8	15	14
Movies & TV	16	18	4	1	8
<b>Kanopy (views):</b>	78	26	74	9	19

<b>Statistics for December</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Patron Visits	620	418	374	345	853
Website Visits	1032(1705)	1610 (1103)	1394 (812)	1884 (759)	2824 (1570)
Computer & WiFi	20	38	18	13	71

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Adult Book Circulation	501	433	400	525	535
YA Book Circulation	25	16	18	16	44
Children's Book Circulation	563	199	268	500	597
Graphic Novels	39	-	-	-	-
Periodicals	26	25	22	45	29
Adult Videos/DVD	48	48	74	133	182
Children's Videos/DVD	25	12	22	76	98
Audio Books	10	15	14	33	47
Museum Passes	6	0	0	1	7
Service Center	17	10	1	16	2
InterLibrary Loan	48	28	41	45	58
<b>Total Circulation</b>	<b>1308</b>	<b>824</b>	<b>886</b>	<b>1479</b>	<b>1712</b>

<b>OverDrive</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
eBooks	129	62	75	61	-
eBook holds	8	106	112	92	90
Audio Books	114	77	97	92	
Audio Book holds	7	72	75	72	74
OverDrive Magazine	59	17	7		

**Town of Goshen**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through June 2024**

	<u>Jul '23 - Jun...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	0.00	668.00	-668.00	0.0%
5810-21 · Books Purchased	9,091.44	17,500.00	-8,408.56	52.0%
5237-21 · Computer Supplies	554.27	1,750.00	-1,195.73	31.7%
5238-21 · Computer Support	5,189.45	7,200.00	-2,010.55	72.1%
5232-21 · Equipment Repair	0.00	250.00	-250.00	0.0%
5220-21 · Legal Notices	0.00	25.00	-25.00	0.0%
5001-21 · Library Director	24,375.00	55,000.00	-30,625.00	44.3%
5002-21 · Library Staff Wages	37,014.06	70,486.00	-33,471.94	52.5%
5223-21 · Meetings & Dues	404.50	800.00	-395.50	50.6%
5215-21 · Mileage Reimbursements	0.00	750.00	-750.00	0.0%
5250-21 · Miscellaneous	2.51	75.00	-72.49	3.3%
5211-21 · Office Supplies	651.81	800.00	-148.19	81.5%
5813-21 · Other Media Purchases	1,597.30	3,000.00	-1,402.70	53.2%
5811-21 · Periodicals Purchased	1,621.73	2,100.00	-478.27	77.2%
5214-21 · Postage	578.00	1,200.00	-622.00	48.2%
5235-21 · Professional Development	0.00	300.00	-300.00	0.0%
5850-21 · Programming	0.00	300.00	-300.00	0.0%
5217-21 · Supplies	214.66	300.00	-85.34	71.6%
5812-21 · Videos Purchased	1,324.48	2,300.00	-975.52	57.6%
Total LIBRARY	<u>82,619.21</u>	<u>164,804.00</u>	<u>-82,184.79</u>	<u>50.1%</u>
Total Expense	<u>82,619.21</u>	<u>164,804.00</u>	<u>-82,184.79</u>	<u>50.1%</u>
Net Ordinary Income	<u>-82,619.21</u>	<u>-164,804.00</u>	<u>82,184.79</u>	<u>50.1%</u>
Net Income	<u><u>-82,619.21</u></u>	<u><u>-164,804.00</u></u>	<u><u>82,184.79</u></u>	<u><u>50.1%</u></u>

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS  
 TREASURER'S REPORT  
 Wednesday January 17, 2024

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

**1. 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. This CD matures on 12/06/2023 and will earn 0.3% interest.

Beginning Balance:	\$ 5,091.17
Credit Interest	.40
The ending balance December 29, 2023	\$5,091.57

No withdrawals were made from the Money Market account in December.

**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 and September 30 2023:

The ending balance MARCH 31, 2023 and "Available to Spend" amount is:	\$33,796.36
The ending balance JUNE 30, 2023 and "Available to Spend" amount is:	\$35,094.11
The ending balance SEPTEMBER 30, 2023 and "available to spend" amount is:	\$34,255.56

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

Funds Balance as of March 31, 2023 and September 30, 2023:

The ending balance MARCH 31, 2023 and "Available to spend" amount is:	\$ 119.94
The ending balance JUNE 30, 2023 and "Available to spend" amount is:	\$ 124.55
The ending balance SEPTEMBER 30, 2023 and "Available to spend" amount is:	\$121.58

**3. Northwest CT Community Foundation as of September 2023:**

Ending Fund Balance as of March 31, 2023	\$36,633.70
Ending Fund Balance as of June 30, 2023	\$38,031.08
Ending Fund Balance as of September 30, 2023	\$36,827.91

**GOSHEN PUBLIC LIBRARY**

**MONIES RECEIVED:**

	Replaced/books	Fines	Copy/Printer	Fax	TOTAL
<u>July 2023</u>	-0-	-0-	38.20	21.00	59.20
<u>August 2023</u>	35.00	4.00	27.85	13.00	79.85
<u>September 2023</u>	-0-	22.00	21.90	2.00	45.90
<u>October 2023</u>	-0-	13.25	17.40	3.30	33.95
<u>November 2023</u>	-0-	2.00	15.40	-0-	17.40
<u>December 2023</u>	15.00	-0-	9.15	5.00	29.15