

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, December 20, 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 Regular Meeting of November 15, 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:  
Election of Officers
11. Old Business:  
Christmas Cheer after meeting with Staff and Friends of the Library
12. Any other business rightly before the board.
13. Adjournment

NEXT MEETING WEDNESDAY, January 17, 2024 AT 4:00 P.M.

Received Dec 14, 2023 @ 2:47 P.M.

Attest Barbara Z. Bue  
Goshen Town Clerk

## GOSHEN PUBLIC LIBRARY

### Minutes of Board of Directors Regular Meeting

Wednesday, November 15, 2023

1. CALL TO ORDER: Meeting called to order at 4:01 pm by President Henrietta Horvay.
2. ATTENDANCE: Present in the conference room board members Henrietta Horvay, Johanna Kimball, Josephine Jones, Lynette Miller, Patricia Sanders and Library Director Tabitha Guarnieri. Present via zoom Cynthia Barret. Board member Anne Green joined the meeting at 4:04 pm.
3. MINUTES OF REGULAR MEETING OCTOBER 18, 2023, Motion to accept the minutes, Josephine Jones. Second Lynette Miller. Vote unanimous.
4. MATTERS ARISING FROM MINUTES: None
5. PUBLIC COMMENT: None
6. CORRESPONDENCE: None
7. DIRECTOR'S REPORT: Tabitha reported attendance at programs was holding at about the same. 127 students from Goshen Center School visited October 25. The Dungeons & Dragons program is full at 10 patrons. There is more interest in audio books. Web visits are up. There is an increased interest in Overdrive Magazines. The budget is on target. Motion to accept the report, Lynette Miller. Second Josephine Jones. Vote unanimous.
8. TREASURER'S REPORT: Report given by Henrietta Horvay. Motion to receive the report, Johanna Kimball. Second Patricia Sanders. Vote unanimous.

9. PRESIDENT'S REPORT: None

10. NEW BUSINESS: Discussion of meeting dates for Calendar year 2024. Since June 19 is a holiday the June meeting will be held on June 26, 2024. Motion Lynette Miller, second Patricia Sanders. Vote unanimous.

The board will invite the library staff and the Friends of the Library to a holiday cheer after the December meeting.

Motion Patricia Sanders. Second Josephine Jones.

Vote unanimous.

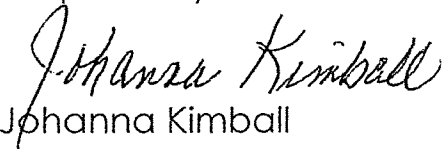
11. OLD BUSINESS: Copies of the Computer Policy approved October 18, 2023 were distributed to board members.

12. ANY OTHER BUSINESS RIGHTLY BEFORE THE BOARD: None

13. ADJOURNMENT: Motion to adjourn at 4:34 pm made by Lynette Miller. Second Josephine Jones. Vote unanimous.

**NEXT REGULAR MEETING 4 PM, Wednesday December 20, 2023**

Respectfully submitted,

  
Johanna Kimball

Library Board Secretary

Received Nov. 16, 2023 @ 3:03 PM

Attest   
Goshen Town Clerk

**Director's Report of the  
Goshen Public Library  
November 2023**

**Meeting held on December 20, 2023  
All Meetings held via Zoom unless otherwise marked**

**Programs**

- November 3, Friday – Makeup Class Visit – 15 patrons (in person)
- November 4, Saturday – Ginny Apple: Moose – 10 patrons (in person)
- November 6, Monday – Mark Albertson – 7 patrons
- November 8, Wednesday – Story Time – 10 patrons (in person)
- November 9, Thursday – UFO Program – 11 patrons (in person)
- November 10, Friday – Dungeons and Dragons – 9 patrons (in person)
- November 13, Monday – History Club – 4 patrons
- November 14, Tuesday – Story Time – 4 patrons (in person)
- November 15, Wednesday – Story Time – 2 patrons (in person)
- November 17, Friday – DIY Activity Bags – 9 patrons (in person)
- November 20, Monday – History Club – 5 patrons
- November 21, Tuesday – Story Time – 5 patrons (in person)
- November 27, Monday – History Club – 2 patrons
- November 29, Wednesday – School Visit (in person) – 167 patrons (152 students + 15 teachers)

| <b>Hoopla:</b>         | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> |
|------------------------|-------------|-------------|-------------|-------------|-------------|
| Audio                  | 37          | 27          | 32          | 21          | 26          |
| eBook                  | 16          | 12          | 15          | 20          | 13          |
| Movie & TV             | 33          | 35          | 17          | 7           | -           |
| <b>Kanopy (views):</b> | 108         | 35          | 40          | 22          | 14          |

| <b>Statistics for October</b> | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|
| Patron Visits                 | 475         | 538         | 570         | 384         | 836         |
| Website Visits                | 1870(1087)  | 1295(857)   | 1662(872)   | 1781(670)   | 2257(1073)  |
| Computer & WiFi               | 26          | 23          | 24          | 20          | 55          |
|                               | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> |
| Adult Book Circulation        | 481         | 380         | 399         | 419         | 446         |
| YA Book Circulation           | 18          | 11          | 8           | 30          | 18          |
| Children's Book Circulation   | 503         | 438         | 322         | 209         | 439         |
| Graphic Novels                | 37          | -           | -           | -           | -           |
| Periodicals                   | 19          | 24          | 24          | 24          | 24          |
| Adult Videos/DVD              | 35          | 15          | 61          | 51          | 134         |
| Children's Videos/DVD         | 11          | 7           | 4           | 9           | 80          |
| Audio Books                   | 12          | 4           | 12          | 8           | 39          |
| Museum Passes                 | 1           | 3           | 2           | 0           | 5           |
| Service Center                | 1           | -           | -           | -           | -           |
| InterLibrary Loan             | 30          | 45          | 17          | 43          | 27          |
| <b>Total Circulation</b>      | <b>1148</b> | <b>962</b>  | <b>900</b>  | <b>819</b>  | <b>1303</b> |
| <b>OverDrive</b>              | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> |
| eBooks                        | 95          | 99          | 92          | 67          | 67          |
| eBook holds                   | 23          | 166         | 92          | 118         | 90          |
| Audio Books                   | 100         | 92          | 87          | 70          | 64          |
| Audio Book holds              | 35          | 80          | 67          | 87          | 64          |
| OverDrive Magazine            | 63          | 2           | 8           | 5           | -           |

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

|                                    | <u>Jul '23 - J...</u>    | <u>Budget</u>             | <u>\$ Over Bu...</u>    | <u>% of Bud...</u>  |
|------------------------------------|--------------------------|---------------------------|-------------------------|---------------------|
| <b>Ordinary Income/Expense</b>     |                          |                           |                         |                     |
| <b>Expense</b>                     |                          |                           |                         |                     |
| <b>LIBRARY</b>                     |                          |                           |                         |                     |
| 5003-21 · Clerical Wages - Library | 0.00                     | 668.00                    | -668.00                 | 0.0%                |
| 5810-21 · Books Purchased          | 7,797.63                 | 17,500.00                 | -9,702.37               | 44.6%               |
| 5237-21 · Computer Supplies        | 497.88                   | 1,750.00                  | -1,252.12               | 28.5%               |
| 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         | 20,625.00                | 55,000.00                 | -34,375.00              | 37.5%               |
| 5002-21 · Library Staff Wages      | 30,993.84                | 70,486.00                 | -39,492.16              | 44.0%               |
| 5223-21 · Meetings & Dues          | 89.50                    | 800.00                    | -710.50                 | 11.2%               |
| 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          | 641.82                   | 800.00                    | -158.18                 | 80.2%               |
| 5813-21 · Other Media Purchases    | 1,493.07                 | 3,000.00                  | -1,506.93               | 49.8%               |
| 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         | 1,192.40                 | 2,300.00                  | -1,107.60               | 51.8%               |
| <b>Total LIBRARY</b>               | <u>70,937.49</u>         | <u>164,804.00</u>         | <u>-93,866.51</u>       | <u>43.0%</u>        |
| <b>Total Expense</b>               | <u>70,937.49</u>         | <u>164,804.00</u>         | <u>-93,866.51</u>       | <u>43.0%</u>        |
| <b>Net Ordinary Income</b>         | <u>-70,937.49</u>        | <u>-164,804.00</u>        | <u>93,866.51</u>        | <u>43.0%</u>        |
| <b>Net Income</b>                  | <u><b>-70,937.49</b></u> | <u><b>-164,804.00</b></u> | <u><b>93,866.51</b></u> | <u><b>43.0%</b></u> |

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS  
TREASURER'S REPORT  
Wednesday December 20, 2023

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:                   | \$ 5,083.56 |
| On October 2 Deposit Interest        | 7.19        |
| Credit Interest                      | 42          |
| The ending balance November 30, 2023 | \$5,091.17  |

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

**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 June 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 |
|----------------|----------------|-------|--------------|-------|-------|
| July 2023      | -0-            | -0-   | 38.20        | 21.00 | 59.20 |
| August 2023    | 35.00          | 4.00  | 27.85        | 13.00 | 79.85 |
| September 2023 | -0-            | 22.00 | 21.90        | 2.00  | 45.90 |
| October 2023   | -0-            | 13.25 | 17.40        | 3.30  | 33.95 |
| November 2023  | -0-            | 2.00  | 15.40        | -0-   | 17.40 |