

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, February 21, 2024 4:00 P.M.

This meeting will be held in the conference Room of the
Town Hall and via Zoom Conference call Zoom Conference Link:
<https://us02web.zoom.us/j/8156306211> 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 January 21, 2024
4. Matters Arising from Minutes
5. Public Comments
6. Correspondence
7. Director's Report
8. Treasurer's Report:
9. President's Report
10. Old Business:
Budget and Capital 5 year Plan
11. New Business:
Director Josephine Jones to discuss Book
Director Lynette Miller representative for parent/resident complaints
12. Motion to go into Executive Session: review Library Director performance appraisal
13. Any other business rightly before the board.
14. Adjournment

NEXT MEETING WEDNESDAY, March 20, 2024 AT 4:00 P.M.

Received Feb. 19, 2024 @ 3:06 PM

Attest Brian L. Bley
Goshen Town Clerk

GOSHEN PUBLIC LIBRARY

Minutes of Board of Directors Regular Meeting

AMMENDED

Wednesday, January 17, 2024

1. **CALL TO ORDER:** Meeting called to order at 4:01 pm by President Henrietta Horvay
2. **ATTENDANCE:** Henrietta Horvay, Johanna Kimball, Josephine Jones, Lynette Miller, Patricia Sanders and Library Director - Tabitha Guarnieri **EXCUSED:** Anne Green
3. **MINUTES OF REGULAR MEETING OF DECEMBER 20, 2023** - Motion to accept the minutes by Josephine Jones and seconded by Patricia Sanders. Vote unanimous.
4. **Matters Arising From Minutes** - None
5. **PUBLIC COMMENT** - None
6. **CORRESPONDENCE** - None
7. **DIRECTOR'S REPORT** – Programs the same. Dungeons and Dragons may have another session added. School visit (Goshen Center School) went well with 145 patrons (in person), end of year programs a big hit with a lot of interest. A board member asked about statistics in the December report, which showed patron visits were down from 2019. Are we doing anything to increase that? Tabitha/Library Director will reach out to Torrington Library for tips from Outreach @ Torrington.
8. **TREASURER'S REPORT** - No changes per Henrietta Horvay. Motion made to accept the report by Josephine Jones and seconded by Patricia Sanders. Vote unanimous.
9. **PRESIDENT'S REPORT** - None
10. **NEW BUSINESS** 1. New Children's Coordinator status - Henrietta made all aware that we need a new Children's Coordinator. Applications are coming in and Tabitha/Library Director will conduct the interviews. 2. Budget discussion for February meeting - Henrietta will get from the fiscal office. 3. Add to agenda – a Board member requested we add to next month's agenda for discussion, The Library Collection Policy Complaint Procedure.
11. **OLD BUSINESS** - None
12. **OTHER BUSINESS** - Discussion of some concerns regarding the Library newsletter (Friends of Library).
13. Motion made to go into executive session at 4:37 pm by Josephine Jones and seconded by Lynette Miller. Vote unanimous. Review Library Director Performance Appraisal
14. Motion to come out of executive session at 5:42 pm by Johanna Kimball and seconded by Patricia Sanders. Vote unanimous.
15. **ADJOURNMENT** - Motion to adjourn at 5:42 pm by Johanna Kimball and seconded by Patricia Sanders. Vote unanimous.

NEXT REGULAR MEETING WEDNESDAY, FEBRUARY 21, 2024 @ 4:00 pm

Marie Bate Board Clerk

Marie Bate

Received Jan 22, 2024 @ 11:12 AM

Attest Breanna Z. Blum

Goshen Town Clerk

**Director's Report of the
Goshen Public Library
January 2024
Meeting held on February 21, 2024
All Meetings held via Zoom unless otherwise marked**

Programs

January 2nd, Tuesday – Story Time – 5 patrons (in person)
 January 3rd, Wednesday – Story Time – 5 patrons (in person)
 January 8th, Monday – Mark Albertson – 11 patrons
 January 9th, Tuesday – Story Time – 3 patrons (in person)
 January 10th, Wednesday – Story time – 13 patrons (in person)
 January 13th, Saturday – Snowflake Science – 5 patrons (in person)
 January 15th, Monday – History Club – 4 patrons
 January 16th, Tuesday – Story Time Cancelled due to snow
 January 17th, Wednesday – Story Time – 8 patrons (in person)
 January 19th, Friday – Legos – 12 patrons (in person)
 January 19th, Friday – Dungeons and Dragons – 11 patrons (in person)
 January 22nd, Monday – History Club – 5 patrons
 January 23rd, Tuesday – Story Time – 6 patrons (in person)
 January 24th, Wednesday – Story Time – 12 patrons (in person)
 January 27th, Saturday – Great Decisions – 4 patrons
 January 29th, Monday – History Club – 5 patrons

Hoopla:	2024	2023	2022	2021	2020
Audiobooks & Music	64	42	16	47	36
eBook	15	6	10	18	14
Movies & TV	26	15	18	4	1
Kanopy (views):	135(tickets)	39	76	24	9

Statistics for December	2024	2023	2022	2021	2020
Patron Visits	598	418	374	345	853
Website Visits	2055(1277)	1610(1103)	1394(812)	1884(759)	2824(1570)
Computer & WiFi	30	38	18	13	71

	2024	2023	2022	2021	2020
Adult Book Circulation	501	414	433	400	525
YA Book Circulation	31	26	16	18	16
Children's Book Circulation	483	226	199	268	500
Graphic Novels	33	-	-	-	-
Periodicals	19	18	25	22	45
Adult Videos/DVD	46	38	48	74	133
Children's Videos/DVD	6	0	12	22	76
Audio Books	19	4	15	14	33
Museum Passes	4	4	0	0	1
Service Center	13	0	10	1	16
InterLibrary Loan	63	52	28	41	45
Total Circulation	1218	796	824	886	1479

OverDrive	2024	2023	2022	2021	2020
eBooks	124	123	62	75	61
eBook holds	213	163	106	112	92
Audio Books	112	79	77	97	92
Audio Book holds	125	93	72	75	72
OverDrive Magazine	50	6	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	59.29	668.00	-608.71	8.9%
5810-21 · Books Purchased	9,795.07	17,500.00	-7,704.93	56.0%
5237-21 · Computer Supplies	554.27	1,750.00	-1,195.73	31.7%
5238-21 · Computer Support	5,249.30	7,200.00	-1,950.70	72.9%
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	28,125.00	55,000.00	-26,875.00	51.1%
5002-21 · Library Staff Wages	43,852.35	70,486.00	-26,633.65	62.2%
5223-21 · Meetings & Dues	404.50	800.00	-395.50	50.6%
5215-21 · Mileage Reimbursements	36.88	750.00	-713.12	4.9%
5250-21 · Miscellaneous	2.51	75.00	-72.49	3.3%
5211-21 · Office Supplies	664.63	800.00	-135.37	83.1%
5813-21 · Other Media Purchases	1,847.30	3,000.00	-1,152.70	61.6%
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	1,499.45	2,300.00	-800.55	65.2%
Total LIBRARY	<u>94,504.94</u>	<u>164,804.00</u>	<u>-70,299.06</u>	<u>57.3%</u>
Total Expense	<u>94,504.94</u>	<u>164,804.00</u>	<u>-70,299.06</u>	<u>57.3%</u>
Net Ordinary Income	<u>-94,504.94</u>	<u>-164,804.00</u>	<u>70,299.06</u>	<u>57.3%</u>
Net Income	<u><u>-94,504.94</u></u>	<u><u>-164,804.00</u></u>	<u><u>70,299.06</u></u>	<u><u>57.3%</u></u>

Upcoming Programs: February – March

**this is excluding story times, the weekly History Club meetings, and Writing Club meetings*

Adult Programs

Saturday, February 24th at 12:00pm - Perky Pairings (coffee & chocolate) Kim Larkin

In this fun workshop, participants will hear about the health benefits of both dark chocolate and coffee, and where they come from. We will pair coffee provided with different chocolate varieties throughout the class. Each person will receive a coffee/chocolate tasting wheel to help throughout the tasting.

Saturday, March 9th at 11:00am - Body Language Reading with Kathy Kelly

What are you missing in others' messages and what are you unknowingly revealing about your own message? This presentation will make you more aware of what's around you and teach you to pick up on subtle cues. Ultimately, you'll be safer, too.

Saturday, March 23rd at 11:00am - Film Showing and discussion with Anne Makepeace

"We Still Live Here" - Award-winning producer/director/writer Anne Makepeace, whose works appear on PBS, shares a screening of "We Still Live Here" ("Âs Nutayuneân"), the incredible and moving story of the resurrection of the indigenous Wampanoag language, with discussion afterwards.

Monday, March 25th at 9:30am – The Breakfast Book Club (1st meeting!)

Our new, in-person, book club will be starting Monday, March 25th! We'll be starting off by going through Jodi Picoult's works, the first one being *Song of the Humpback Whale*. Light breakfast snacks and coffee will be available during the discussion!

**Meetings will be the 4th Monday of the month going forward.*

Children's Programs

Friday, February 23rd at 6:30pm – Dungeons and Dragons (full)

We'll be playing Dungeons & Dragons, a classic fantasy role-playing game. Students in middle school and high school, young adults, and adults welcome. Exercise your imagination and creativity in this one-night campaign meant for beginners. Bring your own character sheets or use a pre-generated one from our Dungeon Master! Pizza and snacks will be provided.

Wednesday, February 28th at 3:45 – 4:45pm – STEAM Activities and Challenges

After school, we'll be doing some STEAM activities and challenges during our Dr. Seuss week. Registration required.

Saturday, March 2nd, 10:00am – 12:00pm – Family STEAM Event

Stop by the library with your children for family STEAM activities, challenges, stories, and more! No registration required.

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
 TREASURER'S REPORT
 Wednesday February 21, 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 3/07/2025 and will earn 0.25% interest.

Beginning Balance:	\$ 5,091.17
Deposit Interest	6.95
Credit Interest	.46
Deposit Interest	7.89
The ending balance January 31, 2024	\$ 5,106.87

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

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 December 31 2023:

The ending balance MARCH 31, 2023 and "Available to Spend" amount is:	\$33,796.36
The ending balance DECEMBER 31, 2023 and "available to spend" amount is:	\$37,166.16

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

Funds Balance as of March 31, 2023 and December 31, 2023:

The ending balance MARCH 31, 2023 and "Available to spend" amount is:	\$ 119.94
The ending balance DECEMBER 31, 2023 and "Available to spend" amount is:	\$131.92

3. Northwest CT Community Foundation as of December 2023:

Ending Fund Balance as of March 31, 2023	\$36,633.70
Ending Fund Balance as of December 31, 2023	\$40,341.42

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
December 2023	15.00	-0-	9.15	5.00	29.15
January 2024	-0-	10.25	35.80	12.00	58.05

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

	ACTUAL	FY	BUDGET	PROJECTED	COMMENTS
	Jul '23 - Jun 24	23 - 24	23/24	24/25	
Ordinary Income/Expense					
Expense					
LIBRARY					
5003-21 · Clerical Wages - Library	59.29	668.00		668.00	
5810-21 · Books Purchased	9,795.07	17,500.00		17,500.00	
5237-21 · Computer Supplies	554.27	1,750.00		1,750.00	
5238-21 · Computer Support	5,249.30	7,200.00		7,200.00	
5232-21 · Equipment Repair	0.00	250.00		250.00	
5220-21 · Legal Notices	0.00	25.00		25.00	
5001-21 · Library Director	28,125.00	55,000.00			
5002-21 · Library Staff Wages	43,852.35	70,486.00			
5223-21 · Meetings & Dues	404.50	800.00		800.00	
5215-21 · Mileage Reimbursements	36.88	750.00		750.00	
5250-21 · Miscellaneous	2.51	75.00		75.00	
5211-21 · Office Supplies	664.63	800.00		900.00	Cost increase
5813-21 · Other Media Purchases	1,847.30	3,000.00		3,000.00	
5811-21 · Periodicals Purchased	1,621.73	2,100.00		2,100.00	
5214-21 · Postage	578.00	1,200.00		1,300.00	Increase in cost
5235-21 · Professional Development	0.00	300.00		400.00	Training
5850-21 · Programming	0.00	300.00		300.00	
5217-21 · Supplies	214.66	300.00		300.00	
5812-21 · Videos Purchased	1,499.45	2,300.00		2,300.00	
Total LIBRARY	94,504.94	164,804.00		39618.00	300.00 increase in Budget
Total Expense	94,504.94	164,804.00			
Net Ordinary Income	-94,504.94	-164,804.00			
Net Income	-94,504.94	-164,804.00			
				39318.00	

Goshen Public Library

Proposed Capital Budget

2024 - 2029

2024-2025

Upgrade Computers: Continuation of an Upgrade and Maintenance Program to keep our computers up-to-date and fully functioning. Computers haven't been updated in the last five years and we need to replace at least two per year by September 2025.

Estimated cost: per estimate from PC Wizard to upgrade computers as needed (this estimate is subject to change and includes all labor charges). +/- \$1800

2025-2026

Upgrade Computers: Continuation of an Upgrade and Maintenance Program to keep our computers up-to-date and fully functioning. Computers haven't been updated in the last five years and we need to replace two per year by September 2025 **Estimated cost: per estimate from PC Wizard to upgrade computers as needed (this estimate is subject to change and includes all labor charges). +/- \$1800**

Color Printer: with the amount our printer is used – replacing it every five years is a reasonable time table. Estimated \$1100

2026-2027

Upgrade Computers: Continuation of an Upgrade and Maintenance Program to keep our computers up-to-date and fully functioning. **Estimated cost: per estimate from PC Wizard to upgrade computers as needed (this estimate is subject to change and includes all labor charges). +/- \$1800**

2027-2028

Upgrade Computers: Continuation of an Upgrade and Maintenance Program to keep our computers up-to-date and fully functioning. **Estimated cost: per estimate from PC Wizard to upgrade computers as needed (this estimate is subject to change and includes all labor charges). +/- \$1800**

Copier/Fax Machine: The current copier/fax machine was replaced in late 2023 and will likely be due to be replaced 2028-2029. Estimated \$1500

2028-2029

Upgrade Computers: Continuation of an Upgrade and Maintenance Program to keep our computers up-to-date and fully functioning. **Estimated cost: per estimate from PC Wizard to upgrade computers as needed (this estimate is subject to change and includes all labor charges). +/- \$1800**

TKG – February 15, 2024