

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, June 18, 2025 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/84631800059>

Meeting ID: Dial number 846 3180 0059

Dial by your location: 1-929-205-6099

1. Call to order
2. Attendance
3. Minutes of: Regular Meeting of May 21, 2025, Amended
4. Matters Arising from Minutes
5. Director's Report
6. Treasurer's Report
7. President's Report
8. New Business:
 1. Ned Bixler, Paul Collins, and Pat Reilly from the Board of Finance will attend to discuss the Library Fund.
9. Old Business:
 1. Directors report on their visit to the library about physical plant needs. Report will be filed with the minutes and given to the board of selectmen.
 2. Status of computers purchased.
10. Correspondence:
11. Public Comment:
12. Any other business rightly before the board.
13. Adjournment

NEXT REGULAR MEETING WEDNESDAY JULY 16, 2025 AT 4:00 P.M.

Received June 16, 2025 @ 1:22 P.M.

Attest Barbara L. Burr
Goshen Town Clerk

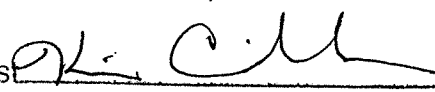
Amended

Goshen Public Library Board of Directors Monthly Meeting Wednesday May 21, 2025 Minutes

1. Chairwoman Henrietta Horvay called the meeting to order at 4:00pm.
2. **Attendance:** Henrietta Horvay, Chairwoman; Josephine Jones; Patricia Sanders; Anne Green; Lynette Miller; Johanna Kimball and Linda Senkus Benedict, Library Director.
3. Josephine Jones moved to accept the regular meeting Minutes of April 16, 2025. Lynette Miller seconded. All in favor.
4. **Matters Arising from the Minutes:** None.
5. **Directors Report:** (See Directors Report). Lynette Miller made a motion to accept moving the book case as Linda Senkus Benedict sees fit, within regular work hours. All in favor. None abstained. Lynette Miller moved to accept the Directors Report. Patricia Sanders seconded. All in favor.
6. **Treasurers Report:** (See attached). Lynette Miller made a motion to change line item two from "Computer Software" to "Operational Software". Josephine Jones seconded. All in favor.
7. **Presidents Report:** (See attached). Lynette Miller made a motion to table the Facility Report provided by Henrietta Horvay, Chairwoman. Anne Green seconded. All in favor. Lynette Miller made a motion to move Public Comment from #11 to #8. Anne Green seconded. All in favor.
8. **Public Comment:** None.
9. **New Business:** None.
10. **Old Business:** (See attached). Josephine Jones made a motion to authorize Linda Senkus Benedict to research how to get grants. Lynette Miller seconded. All in favor. Linda Senkus Benedict stated the Friends are continuing to move books for the Library.
11. **Correspondence:** (See attached).
12. **Motion to go into Executive Session:** Lynette Miller made a motion to enter Executive Session at 4:56pm. Josephine Jones seconded. All in favor.
13. **Motion to come out of Executive Session:** Came out of executive session at 5:23pm.
Motion was made by Lynette Miller to amend job description of Library Director as follows:
1: Page 1. The First Selectman of Goshen shall be the sole immediate supervisor of the Library Director. Strike supervisory function from Library Board President.
2: Page 2:
a) First paragraph strike "Library Board President" from line number two (2) and replace with "First Selectman".
b) 5th paragraph strike "may sweep and shovel front steps during snow storms" and end preceding clause with a period.
3) Page 4: Under "Physical and Mental Requirements, Work Environment", first item listed under "Outdoor Weather Conditions" move check mark from "under 1/3" to first box "None".
Passed unanimously.
14. **Any other business rightly before the board:** None.
15. **Adjournment:** Lynette Miller made a motion to adjourn the meeting at 5:29pm. Patricia Sanders seconded. All in favor.

Respectfully submitted
Willow P. Scott (bld)
Willow P. Scott

Received June 3, 2025 @ 10:30 AM

Attest 
a s s t Goshen Town Clerk

Monthly Report to the Board of Directors For May, 2025

Submitted June 18, 2025
by
Linda Senkus Benedict, Library Director

News for May

- Computers, Software, and Website
 - Firewall was installed on May 12, 2025.
 - Hours have been updated on library catalog software.
 - Transfer of email to new email host and to Microsoft Outlook from Opensource Roundcube has resulted in at least one hour/day efficiency for me in handling emails due to software features. Thank you for allowing this to happen.
 - Library website transfer to new host and cleanup of dead links is complete.
 - Staff computers have been purchased. The computer for public zoom meetings and the patron computers have not yet been ordered.
- Materials
 - Periodical subscriptions were renewed.
 - Large Print book subscriptions were adjusted and renewed.
 - Director Lynn connected us with some fabulous electronic resources. Two of them automatically provide new titles. I will be learning how to refresh the titles in the third resource when I attend the library conference in June.
- Outreach
 - The Buzz went out on May 5 to 380 people. 59% opened it.
 - Facebook page is now updated. New items are being added as appropriate.
 - Courtney puts out a daily Children's Instagram page.
 - Press releases about programs are going to the Republican American and to the Goshen News. Goshen News interviewed me on May 29.
 - Children's Newsletter is put out in paper copy monthly.
 - Hours have been changed on our sign, on our library catalog, and on the telephone.
 - Several people have suggested a new sign indicating hours on the outside library door. ***What do you think?***

Comment: I see one of my responsibilities as alerting you to ways to accomplish library tasks most efficiently and economically.

We have excellent resources in our library. Our goal is to increase their usage by getting them to people interested in them most cost efficiently. I will be looking at circulation statistics to see how effective we are. We want to increase general circulation, and circulation per item.

We currently have no cost-effective way to get the word out about our new items. Manually typing lists of new books is labor intensive and staff time is better spent working directly with people.

I recommend that we purchase an annual subscription to WOWBRARY.

- \$500 annual subscription. Has not increased in 15 years.
 - It is an electronic weekly newsletter of new items in the library costing \$9.50 per week.
 - Once set up with our library catalog, there is no additional staff labor.
 - Patrons can either go to the library catalog or to Amazon to get the book. 50% of Amazon commissions from patron purchases when they start from the Wowbrary web page can be credited to our library.
 - We can advertise both our physical and our electronic collections with this resource for no additional cost or staff effort.
 - This resource would better do what the Library Spotlight attempted to do at far less cost. We must manually type the Spotlight. Patrons must go to our website to access it. Our labor is better used elsewhere, working directly with people, since with this tool there is no need to retype this information again. Wowbrary is pushed directly to patrons' email addresses with no effort on their part or staff part, once set up is complete.
- **Staffing and Staff Training**
 We are now fully staffed. Paula will be working minimal hours until July 1. As of July 1, all part-time staff members will be scheduled for 18 hrs per week, with variations to cover illness and vacations.
 - No common library training is pre-required among people that we hire, and no common on boarding training was given in the past. This caused misunderstandings and problems with catalog entries and public service ethics, resulting in dirty data, inability to efficiently locate items we own using our library catalog, and unknowing inappropriate public service. This also resulted in ordering items from other libraries when we should have been purchasing some things ourselves.
 - **Solution** All staff will be required to take 3.5 hrs basic webinar training offered by Webjunction, a nationally recognized library site. These two required courses are part of the Alternative Library Basic Education program. They will provide a basic understanding of library concepts and standard library catalog fields, and understanding of international library standards needed to interact with other libraries in the state and to continue to use standard library tools efficiently. These webinars are free of charge. A certificate of completion is offered that can be placed in an employee's HR file.
 These webinars will be required of all new employees to the library so that we all have the same basis.
 - Once the current staff has taken these basic training classes, they will understand the changes we are making to the library catalog, migrating it from the current dirty data to the catalog that it can become. This clean-up is Julia's special project and will make it easier for people to locate items in the library. The public will simply see a catalog that is easier to use.

Facilities

Many of you took the time to walk through the library to inspect the building and give me your ideas. Thank you. We were unable to implement the shelving move that I had proposed because of bolts on the floor, but some of you came up with an alternative suggestion that is being implemented in June. Stop in to see what's happening and look for updates in the next report.

- Continuous Improvement
 - I am consolidating 6 accounts with Baker & Taylor, our main book supplier, into one. This will streamline accounting on our end. Multiple accounts may have come into existence when we used this vendor for book processing, or for past needs for our internal coding. Now this is not necessary, it is time consuming, and confusing. I brought all 6 accounts to be current. Some had outstanding invoices and credits going back to 2022. Once our checks clear at the vendor, I will close all but one account so that we are only tracking one account with this vendor in the future, coding it properly in the Goshen accounting system.
- Friends of the Library

The Friends continue to support the library in many ways. This month they paid the following library expenses:

Mark Albertson's Zoom Presentation End of American Civil War	\$125
Lea Joy Pearson Children's Improv Program May 7	\$125
Summer Reading Supplies (assorted)	\$360
Children's Museum Roaring Brook Museum Pass	\$125
Floor cushions for storytime	\$ 73
Total expenses paid for by Friends of Goshen Public Library in May	\$808

Other Donations

- The Running Club
 - The Running Club donated two stand-up computer stands. These will be used for computers that are dedicated to accessing the library catalog. Thank you!
- Sandy Myers
 - Bowls of Narcissis and Hyacinths on the library steps. Thank you!

Statistics

Programs

5/01/25	10 Tips to Manage Stress	02	
5/05/25	History Discussion Group – Mark Albertson	10	Zoom
05/12/25	Page Turning Talks	04	
05/12/25	Great Decisions – History Discussion Group	06	Zoom
05/13/25	Goshen Bookworms	05	Zoom
05/19/25	Breakfast Bookclub	05	
05/19/25	Great Decisions – History Discussion Group	05	Zoom
	Total Adult Program Attendees May	37	

05/07/25	Storytime	00
05/07/25	Improv and Theatre (ages 6 – 11)	05
	Total Childrens Attendees May	05
Note: Children's Coordinator Courtney Murray was on vacation during this month.		
05/12/25	Art Journaling Program (Teen)	00
	Total Teen Attendees May	00
Note: Children's Coordinator Courtney Murray was on vacation during this month.		

Mother Goose Search 40 participants
 Coloring Contenst 07 entries

Physical Material Circulation by Patron Type

Patron Type	Jan	Feb	Mar	Apr	May
ADULT	681	576	597	561	558
ELEMENTARY K-6	92	132	135	88	124
INTERLIBRARY LOAN	67	74	68	37	33
OUT OF TOWN	94	36	34	48	47
PRE-SCHOOL	23	20	20	16	19
STAFF	21	18	23	23	24
TEACHER	46	30	38	27	20
YOUNG ADULT	11	01	17	10	02
Total	1035	913	914	810	827

Electronic Statistics

Kanopy (tickets)

Jan	Feb	Mar	Apr	May
141	170	141	121	141

Hoopla	Jan	Feb	Mar	April	May
Digital Audiobook	65	54	49	41	48
Digital Ebook	17	21	09	13	21
Digital Movie	10	12	03	04	10
Digital Television	03	17	12	19	19

	Jul '24 - Jun...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	549.42	668.00	-118.58	82.2%
5810-21 · Books Purchased	12,873.25	17,500.00	-4,624.75	73.6%
5237-21 · Computer Supplies	1,231.54	1,750.00	-518.46	70.4%
5238-21 · Computer Support	7,350.73	7,200.00	150.73	102.1%
5233-21 · 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	46,426.87	45,000.00	1,426.87	103.2%
5002-21 · Library Staff Wages	56,329.18	72,091.00	-13,761.82	80.9%
5223-21 · Meetings & Dues	924.50	800.00	124.50	115.6%
5215-21 · Mileage Reimbursements	316.34	750.00	-433.66	42.2%
5250-21 · Miscellaneous	161.53	75.00	86.53	215.4%
5211-21 · Office Supplies	896.02	900.00	-3.98	99.6%
5813-21 · Other Media Purchases	4,943.68	3,000.00	1,943.68	164.8%
5811-21 · Periodicals Purchased	1,423.86	2,100.00	-676.14	67.8%
5214-21 · Postage	848.39	1,300.00	-451.61	65.3%
5235-21 · Professional Development	0.00	400.00	-400.00	0.0%
5850-21 · Programming	0.00	300.00	-300.00	0.0%
5217-21 · Supplies	276.38	300.00	-23.62	92.1%
5812-21 · Videos Purchased	990.43	2,300.00	-1,309.57	43.1%
Total LIBRARY	137,544.12	156,709.00	-19,164.88	87.8%
Total Expense	137,544.12	156,709.00	-19,164.88	87.8%
Net Ordinary Income	-137,544.12	-156,709.00	19,164.88	87.8%
Net Income	-137,544.12	-156,709.00	19,164.88	87.8%

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS
TREASURER'S REPORT FOR MAY 2025 MEETING

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

- 1) The Harmon fund is held as a Certificate of Deposit (CD) in the amount of \$35,000 and interest realized is held in a Money Market account. Both accounts are held at Torrington Savings Bank (TSB):

a)	Hometown Money Market:	
	Beginning balance May 1, 2025:	\$5395.71
	Credit interest	.44
	Deposit interest transfer from CD acct:	<u>0</u>
	Ending balance May 30, 2025:	\$5,396.15

Note: Deposit interest transfer will be reported next month, May 30 was not a business day.

- 2) The Library Fund

Currently, information indicates there is an available balance of \$8,928.87 remaining in this account.

- 3) Money collected May 2025 for replaced books, fines, copy and fax fees, being deposited into the General Fund:

Books replacement	\$27.00
Fines:	6.00
Copy fees:	18.80
Printing:	12.90
Fax:	7.00

Total cash received \$ 71.70

Submitted by Lynette Miller, Treasurer
Goshen Library Board