

Library Meeting Minutes  
Tuesday, 12/19/23

**Attended at Hornell Public Library:**

Submitted by G. Kelleher

Garrett McGowan – BOT President  
Mike McCumiskey – BOT Vice President  
Joe Liberto – BOT Chief Finance Officer  
Gary Kelleher – BOT Secretary  
Norm Ellis  
Holly Hogan  
Pat Moore  
Alex Hoffman  
Kate Santelli  
Denise Chilson – Director

**Absent / Excused:**

N/A

**Regular meeting called to order at 4:56pm**

Secretary's Minutes:

1. Motion made to approve November's minutes by Garrett, seconded by Norm.  
Approved unanimously.

*Motion made by Pat, seconded by Garrett, to pay the Library's bills.*

Approved unanimously.

Director's Report:

1. For the full Director's Report, see Appendix A.
2. *Motion made by Norm, seconded by Gary, to adopt Denise's proposed "Challenge to Library Materials Policy" as written. Approved unanimously.*
3. *Motion made by Norm, seconded by Joe, to adopt Denise's proposed "Collection Management Policy" with discussed corrections. Approved unanimously.*
4. *Motion made by Norm, seconded by Gary, to adopt Denise's proposed "Request for Reconsideration of Library Materials Form" with discussed corrections. Approved unanimously.*
5. *Motion made by Pat, seconded by Norm, to adopt Denise's proposed "Public Communications Policy" as written. Approved unanimously.*
6. *Motion made by Norm, seconded by Gary, to adopt Denise's proposed "Public Comment Policy" as written. Approved unanimously.*
7. *Motion made by Norm, seconded by Holly, to adopt Denise's proposed "Social Media Policy" as written. Approved unanimously.*

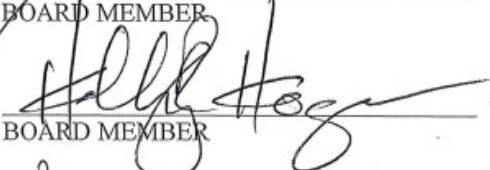
8. *Motion made by Gary, seconded by Joe, to adopt the following Resolution:*

**\*\*RESOLUTION**

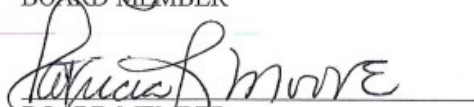
**WHEREAS**, THE ADOPTION OF THIS 2024-2025 BUDGET FOR The Hornell Public Library requires a tax levy increase that may exceed the tax cap imposed by State Law as outlined in General Municipal Law Section 3-c adopted in 2011: and

**WHEREAS**, General Municipal Law Section 3-c expressly permits the Library Board to override the tax levy limit by a resolution approved by a vote of sixty percent of the qualified board members; now therefore be it **RESOLVED**, that the board of trustees of the Hornell Public Library voted and approved to exceed the tax levy limit for 2024-2025 by at least the sixty percent of the Board of Trustees as required by State Law on December 19, 2023.


  
BOARD MEMBER

  
BOARD MEMBER

  
BOARD MEMBER

  
BOARD MEMBER

  
BOARD MEMBER

  
BOARD MEMBER

Approved unanimously.

9. A brief discussion regarding Denise's budget options was held.

10. *Motion to go into Executive Session made by Joe, seconded by Norm.* Approved unanimously.

*Motion to return from Executive Session and return to regular session made by Pat, seconded by Kate.* Approved unanimously.

11. Discussion on independent payroll options versus using the City's system. Tabled until another time.

12. Denise reported on the following:

- a. Patron numbers are continuing to trend upwards, with Denise stating that she expects that to continue this month as well.
- b. Denise went to a paycheck training that was very helpful.
- c. The upstairs Toshiba copier is now fixed!

- d. There has been an uptick in I.T. help requests.
  - e. Denise asked if there were any additional questions from the Board on Banned Book Challenges, to which there were none. Denise shared that she will inform the Board ASAP if a request is made.
  - f. Update on the “Bookmobile”
    - i. Two grants have been applied for, with us finding out the result of the larger \$20,000 grant probably in February.
    - ii. A family offered to donate a trailer, but this probably won’t work out for a variety of reasons.
    - iii. Someone is willing to donate a bus; Denise is currently looking into insurance options.
    - iv. Denise shared many of her ideas on how the Bookmobile might be used, as well as what would be needed to make this a success.
13. A brief discussion was held on Credit Cards and Cash Apps after Denise shared that she has spoken with Mike about this option. It was decided that it was an easy option that Denise should pursue.
14. Denise shared her ideas for the Young Adult Room reorganization. The Board loved her ideas and encouraged her to “go for it”!
15. Community Arts Center discussion:
- a. Denise shared that she spoke with Mayor Buckley about annexation of the Community Arts Center to the Library.
  - b. Please email Denise your ideas about this option, including the pros, cons, uses for the building, etc...
  - c. Garrett, Joe and Denise plan to meet with the Common Council in January.

#### Financial Officer’s Report:

- 1. For the full Financial Report, see Appendix B.
- 2. Joe reported that there are no surprises in the budget, everything is healthy!
- 3. Joe shared that Denise, Mike and he will be meeting with Michelle soon to see what’s in the City Budget.
- 4. Pat asked two questions about the November 2023 Report, specifically regarding the areas still in the red and the blank computer services column. Joe answered both of these questions.
- 5. A follow up discussion was held on the City / Library accounts, as well as the Library’s switch to QuickBooks.

#### Finance Committee Report:

- 1. N/A

#### Personnel Committee Report:

- 1. N/A

#### Building Committee Report:

- 1. Norm checked on the shed leak and reported that it doesn’t appear to be the roof, but it’s still leaking. He is currently exploring new ideas...

2. Norm asked Denise about the status of the Lock Box, to which it was reported that we should see movement on that soon!
3. Denise reported that the changing stations are in! Norm volunteered to work on their installation.

Friends of the Library Report:

1. Denise reported that Friends would be meeting again soon.
2. Denise shared that Friends will be checking on the Community Arts Center availability in January / February.
3. Denise shared that Friends have about \$7,000 in their account, and Norm cited that that amount would be more than enough to outfit a possible “Bookmobile” bus!
4. Norm asked about the charging stations.

Outreach Committee Report:

1. Gary reported that:
  - a. Homebound books delivery on SATURDAY, December 2<sup>nd</sup> consisted of delivery to three homes, which seems to be a pretty consistent number for that service.
  - b. There is an effort to create a can and bottle recyclable bin in the back of the Library for people to drop off donations. Gary is in the process of securing pallets, which can be used to make the receptacle.

Old Business:

N/A

New Business:

1. Pat wished everyone a “Merry Christmas”, with similar sentiments shared by all!

***The next Board meeting will be on Tuesday, January 16<sup>th</sup> at 5:00pm in the Library Conference Room.***

Motion made to adjourn at 6:23pm. Moved by Pat, seconded by Gary. Approved unanimously.

Appendix A:

**Directors Report for Board Meeting December 19, 2023**  
Denise Chilson – Library Director

**PATRON CATEGORIES BY MONTH  
NOVEMBER 2023**

	YA MORN	YA EVEN	FRONT MORN	FRONT EVE	JUV MORN	JUV EVEN		DAILY TOTAL
MAY 2021	263	222	42	35	212	72		846
JUNE 2021	165	173	276	283	185	124		1206
JULY 2021	200	158	381	367	547	345		1998
AUG 2021	142	183	490	433	258	222		1728
SEPT 2021	225	195	206	198	259	131		1214
OCT 2021	109	95	237	142	251	123		957
NOV 2021	122	128	426	143	386	90		1295
DEC 2021	131	141	367	235	331	73		1278
JAN 2022	187	178	507	410	298	86		1666
FEB 2022	137	182	422	355	273	81		1450
MAR 2022	140	150	567	356	557	255		2025
APR 2022	114	84	465	265	492	159		1579
MAY 2022	151	76	507	304	415	128		1581
JUNE 2022	118	101	568	324	556	142		1809
JULY 2022	208	96	652	268	1050	141		2415
AUG 2022	310	119	661	349	708	132		2279
SEPT 2022	184	103	565	314	310	139		1615
OCT 2022	210	101	532	852	400	139		2234
NOV 2022	175	114	564	333	329	101		1616
DEC 2022	228	83	639	306	498	167		1921
JAN 2023	110	85	602	376	295	131		1599
FEB 2023	154	116	564	317	249	128		1528
MAR 2023	153	157	673	346	401	222		1952
APR 2023	156	109	587	356	359	236		1803
MAY 2023	153	131	673	473	532	185		2147
JUNE 2023	183	105	749	497	944	230		2708
JULY 2023	252	137	865	427	1502	173		3356
AUG 2023	208	140	1041	483	550	200		2622
Summer Program attendance Aug				568			568	
SEPT 2023	156	95	695	290	329	160		1725
OCT 2023	255	60	687	1020 *	387	113		2522
(*Includes Halloween attendance 606)								
NOV 2023	140	76	598	495	337	143		1789
TOTAL 5,439 3,893 16,808 11,352 14,768 4,771 57,031								

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**Workshops/Trainings/Meetings attended:**

- 11.15.23 ILS Meeting Denise Eba Vanessa Kelly
- 11.28.23 PLA Webinar: Super Searchers for Library Workers Eba
- 11.29.23 Director's Advisory Committee @ Wellsville (Denise)
- 11.30.23 Eclipse Meeting Denise Eba HPG
- 12.01.23 Youth Services Programming @STLS Denise Eba
- 12.04.23 Book on Every Bed Planning Meeting Denise Eba Intermediate Librarians and Hornell Fam Res Center
- 12.05.23 Eclipse Soundscapes Facilitator Training
- 12.05.23 Five Practices for NFP's Denise
- 12.06.23 Grant Planning Meeting Denise Eba Vanessa
- 12.07.23 Summer Symposium Eba
- *12.12.23 Mandatory Meeting @ City Hall...Payroll is migrating to PayChex and how we clock in and keep track of payroll with change. Anticipated start date is March 2024, with trainings to happen prior. Also, this will increase what we pay to City Hall.*
- 12.12.23 Developing Your Team Through Proper Accountability Denise
- 12.13.23 PLA: Digital Literacy Grant Check-In

**Library Updates**

- Three grants submitted week of 12.11.23
  - o Community Arts Grant \$710
  - o LTC Accessible Small Rural Communities Grant \$20,000
  - o Penguin Random House Grants for Small and Rural Libraries \$1,000 In-Kind Collection
- Friends and Staff decorated Library for Holiday Season

**IT Updates-**

- Upstairs Toshiba now has NEW Finisher
- QuickBooks installed
- Quick Books Training Needed!
- Uptick in IT help requests

**Programming and Services**

- Please see below\*\*\*

**To Discuss:**

Budget

Tax Cap Override\*\*

Policies to be updated

BookMobile\*


CAC

Allegany Co. Public Library materials challenges-

Need more FRIENDS



### \*What would we do with a Bookmobile?

- Elderwood, Maple City Rehab and other group residencies that are unable to physically visit the library- we could provide the opportunity to “browse” and request holds, along with provide Tech help and other short programs. Currently, we are making selections based on the genres and topics they request, along with placing holds for specific books. We are loading up a cart, and then unloading that cart into bins and loading them in my car, along with all the Circulation equipment and patron info and driving to Elderwood. We then unload those bins, set up book displays and the residents are wheeled to the rec room to browse. Other needs we have found: They need books on CD’s, CD Players, Movies, DVD players, people who will volunteer to read to them, people to volunteer to play Chess with them and in general volunteers to spend time with them. They are suffering from loneliness.
  - HomeBound Books-we could make our deliveries and pick-ups more easily
  - Office For the Aging Luncheons- With a bus that is already outfitted to run brief programs and offer lending materials we could swing by the OFA Luncheons and do book loans, along with Tech help. We are having an uptick in helping people set up their new phones, problem-solving issues with their old phones, and helping them setup computers and tablets.
  - Catholic Charities Food Panty
  - Children’s Home
  - YMCA
  - Summer Learning Program
  - Veggie Van Day
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- We can offer book/materials/tool lending, as well as programming from the bus. These groups have been unable to attend SLP on a regular basis because they can’t cross major roads to get to the library, and/or they have to rent a HATS bus for transport, which is costly.
- Festivals and Community Events
  - Summer SLP Events in the parks (Bubbleman, Touch-a-Truck, Outdoor game days, and End of SLP Celebration)
  - Wifi Hub
  - If we outfit the bus with an outdoor large-screen monitor/TV, we can host outdoor movie nights, purchase VR Head Sets, and let the community use them outdoors as well as in the physical library and we can also use the screen to run upcoming library events.

### What do we need?

- Ideally, a short bus, a large van with extended ceiling, or a camper that can be driven
- Materials to transform the vehicle into an innovative, high-functioning, well-organized and safe vehicle to drive
  - Books
  - Tools
  - Games (Chess!)
  - Sturdy Extra-large outdoor games (Giant Jenga, cones, bases, Giant Across-Four, Giant Checkers, Giant Chess (yes-a pipe dream because of cost), etc.
- Funds to outfit the bus and transform it into an appealing and functional bookmobile...
  - Shelving where materials can be secured during transport, but accessible by all patrons, including kids and people with walkers and wheelchairs
  - Storage
  - Some counter space for checkout
  - Electric
  - Wifi
  - More...
- An ADA-approved lift to assist those with physical disabilities, as well as make loading new materials/equipment easier for staff
- Insurance

- Registration
- Maintenance costs
- Gas money
- Books, hot spots, laptops, other materials, tech and equipment we would have in the library to circulate items and promo events
- A retractable awning for outdoor setup
- Outside furniture/tables

## **How do we pay for the Bookmobile to get it up and running and keep it running?**

### **Grants:**

- another **PLA & AT&T Digital Literacy/Technology Grant** in March/April 2024 that we would be able to apply for.
- **Dollar General Family Literacy Grant**
  - Parent and Child Together Time (PACT) programs—at the parks, local businesses, etc.
- **Dollar General Youth Literacy Grant**
  - Implementing new or expanding existing literacy programs
  - Purchasing new technology or equipment to support literacy initiatives
  - Purchasing books, materials or software for literacy programs
- **Dollar General Summer Reading Grant** - Think it's \$1,000, more info for all the DG grants will be available in January 2024
- **The Pilcrow Foundation Children's Book Project Grant**
  - The Pilcrow Foundation, a national non-profit public charity, provides a 2-to-1 match to rural public libraries that receive a grant through its Children's Book Project and contribute \$200-\$400 through local sponsors for the purchase of up to \$1,200 worth (at retail value) of new, quality, hardcover children's books.
  - <https://thepilcrowfoundation.org/childrens-book-project-program-grants/>

**Requests in our newsletter- we can appeal for monetary or book donations, help in the construction process, etc.**

**Friends- They have about \$7K in the bank**

**Would GST BOCES or ASC (Trade School) be willing to do a snazzy paint job?**

**Sponsors?**

**Any Other Info or Ideas the Board has:**



Date	Program***	Attendance
11/22/2023	Foundations of Flow - Yoga for Beginners	2
11/25/2023	Stories from the People of the Longhouse	14
11/25/2023	Re-Thinking Thanksgiving	18
11/27/2023	Crochet for Beginners	6
11/28/2023	Elderwood Visit	9
11/29/2023	Young Artists Unleashed: Drawing Series with Craig Prophet	5
11/29/2023	Foundations of Flow - Yoga for Beginners	1
11/29/2023	Tech Help Apt	2
11/29/2023	Cybersecurity Basics for Seniors	4
11/30/2023	Chess Lessons	4
11/30/2023	Open Chess	4
12/1/2023	Tech Help Apt	1
12/1/2023	Tech Help Apt	1
12/1/2023	Tech Help Apt	1
12/2/2023	Story Time	0
12/2/2023	Homebound Books Deliveries	3
12/2/2023	Adinkra T-Shirt Printing Workshop	14
12/4/2023	Author Visit: M.J. Brundu	7
12/4/2023	Crochet for Beginners	5
12/6/2023	Foundations of Flow - Yoga for Beginners	1
12/7/2023	Homeschool Community Group	6
12/7/2023	Chess Lessons	5
12/7/2023	Open Chess	7
12/9/2023	A Book on Every Bed	168
12/11/2023	Crochet for Beginners	4
12/12/2023	Adult Book Club	2
12/13/2023	Foundations of Flow - Yoga for Beginners	1
12/13/2023	Email Basics	3
12/14/2023	Chess Lessons	5
12/14/2023	Open Chess	5
12/16/2023	Story Time	5
12/18/2023	Crochet for Beginners	
	St. Ann's Academy Visit	27
	St. Ann's Academy Visit	24
	St. Ann's Academy Visit	0
	St. Ann's Academy Visit	
Total	# of Programs	Attendance
	36	364

*Appendix B:*

**HORNELL PUBLIC LIBRARY FINANCIAL REPORT**

December 19, 2023

**REVENUE**

City Balances

Checking	\$ 9,689.21
Savings	\$ 332,643.50
Capital	\$ 15,734.88

Library Checking Accounts

Board Checking Account	\$ 42,842.37
Conderman Account	\$ 10,216.95

<u>Maple City Bank Account</u>	\$ 427.74
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Quarterly Trust/Special Funds

Conderman Trust	<u>\$ 246,944.46</u> (Annual interest income: \$5525)
Board Trust Fund	<u>\$ 409,342.58</u> (Annual interest income: \$8,837)
Saxon Endowment	<u>\$ 12,167.13</u>
Mary Beth Smith Fund	<u>\$ 10,000.00 (CD 3% 9/24)</u>

**DEBITS**

Bills Applied Against Board Checking Account

Amazon-Books	\$ 479.71
Perry Ground	\$ 700.00
Craig Profit	\$ 600.00
Teaching Artist	\$ 325.00
LL Bean Tote Bags	\$ 114.37
Amazon Travel bags/Planners	\$ 270.58
NY Parks Passes	\$ 210.00
Katom Changing Stations	\$ 640.34
Misc.(9 items)	\$ 410.97

**Sub Total** \$ 3876.03

Bills Applied to Conderman Checking Account

\$ 0.00

**Sub Total** \$ 0.00

**Total Both Checking Accounts** \$ 3876.03

Total Operating Expenses: Dec	2023	\$38,683.23
	Oct 2023	\$25,480.50
	Sept 2023	\$24,998.85
	<u>August 2023</u>	<u>\$26,279.82</u>

July	2023	\$27,385.92
June	2023	\$34,536.05
May	2023	\$40,652.13
April	2023	\$26,095.40
Mar	2023	\$24,624.36
Feb	2023	\$43,864.17 (STLS \$16,516.00)
Jan	2023	\$26,493.37
Dec	2022	\$33,626.83
Nov	2022	\$34,404.59
Oct	2022	\$22,199.81
Sept	2022	\$22,177.80
August	2022	\$27,744.32
July	2022	\$28,020.22