

Library Meeting Minutes
Tuesday, 02/20/24

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
Pat Moore
Holly Hogan
Kate Santelli
Alex Hoffman
Denise Chilson – Director
Brittany Stephens – “Friends” President

Excused:

N/A

Regular meeting called to order at 5:00pm

Secretary’s Minutes:

1. Motion made to approve January’s minutes by Garrett, seconded by Pat. Approved unanimously.

Director’s Report:

1. See Appendix A for the March 2024 Newsletter.
2. Denise reported that patron numbers are continuing to move in the right direction.
3. Denise is looking to finalize the annual report soon. Garrett shared that, rather than have a separate meeting once that is complete, we can each approve it via email after looking over the report.
4. Multiple trainings are continuing, for both Denise and her staff.
5. The Library did not receive the Bookmobile grant, which was highly competitive. We will be looking at how to proceed via other means to make this goal a reality!
6. Susan Gray, from the Hornell Community Theatre, sent out a chart identifying that organization’s uses of the Community Arts Center. Denise shared this report with the Board and reported that the Library’s goals regarding the Arts Center may be evolving. If the original Arts Center idea doesn’t pan out, this will leave the Library looking for a “plan B” for some summer programming options. Pat shared that the Y.M.C.A. could be rented out at a very reasonable rate, which could solve that space issue...
7. Denise and Garrett reminded that Board of the Library’s presentation to the Common Council and Mayor on Monday, 2/26, if anyone else is able to attend. We’ll have a better idea after that meeting what the City, as well as the other vested parties, want out of the Arts Center building.
8. New cameras are installed, Denise is getting trained.
9. The door is ready, we’re just waiting on the key cards.

10. Denise went over the 2024 – 2025 Hornell Public Library Budget, where she is asking for an increase. See Appendix B for full budget report.
Motion made by Norm, seconded by Mike, to approve the 2024 – 2025 Library Budget as written. Approved unanimously.
11. Denise discussed the two full time positions she is requesting be added. Please see Appendix C for full description of these positions.
Motion made by Holly, seconded by Norm, to approve two full time positions at \$18 / hour for up to 40 hours a week each. Approved unanimously.
12. *Motion to go into Executive Session at 5:49pm made by Pat. Seconded by Kate. Approved unanimously.*
13. *Motion to return to Regular Session at 5:57pm by Gary. Seconded by Garrett. Approved unanimously.*
14. *Motion made by Joe, seconded by Mike, to approve Quinn returning to the position of cleaner, with Matt being released. Approved unanimously.*
15. Denise gave an update on the electric in the building and after speaking with Randy Jackson, he will have to do some work in the Conderman Room, which currently has no electricity.
16. Norm built the can and bottle return – thanks Norm, it looks great! A discussion was held on some possible signage that might be needed, such as a sign about security (i.e. “Smile, You’re On Camera!”) and a sign reminding people to close their bags to avoid loose cans from going everywhere.

Friends of the Library Report:

1. Brittany discussed the Solar Eclipse event, which is Friends’ primary focus right now.
 - a. Next Friends meeting on this will be Wednesday, 2/28 at 5:30pm.
 - b. The Eclipse event will be held at Shawmut Park starting at Noon until 6:00pm or 7:00pm.
 - c. Friends will buy STEM kits and have students come after school lets out at 11:30 to assemble the kits.
 - d. There will be seven vendors each donating one item to the event.
 - e. 50/50 tickets will be sold for donations.
 - f. Forever six Apparel has Hornell Eclipse themed designs for shirts.
2. Brittany also shared that there will be a Chess Tournament on Saturday, 2/24 at the Community Arts Center.
3. Brittany also discussed the Friends’ idea of bringing a 3D printer to the Library.

Financial Officer’s Report:

1. For the full Financial Report, see Appendix D.
2. Joe reported that the City Balances are all looking great. A transfer of \$30,000 from the Board Checking account to the Capital Reserve Balance is noted in this month’s report. Joe also reported that the Board and Conderman Accounts are healthy. The Maple City Account is in place for three years. The Library’s Trust Funds are down slightly, but healthy. Joe shared that Mike volunteered to look over those Trust Funds. Joe reported that Debits are inflated on account f the transfer to City Capital Reserve.

3. Joe reported that the electric Snow Thrower works great, and that the battery will be interchangeable with the forthcoming electric lawn mower the Library is looking at upgrading to...
4. Joe reported that the Library's operating expenses are coming in lower than originally estimated.
5. *Motion made by Pat, seconded by Holly, to pay the Library's bills.*
Approved unanimously.

Personnel Committee Report:

1. This business was conducted during the Director's Report portion of the meeting. See above...

Building Committee Report:

1. See Denise's report above on Locks / Cameras update, as well as electrical update.
2. Norm and Joe reported that the trim on the exterior façade of the building needs painting soon.

Outreach Committee Report:

1. Gary is going to look into once again getting the Hornell High School National Honor Society to help with our Annual Spring Cleanup, hopefully sometime in April.

Old Business:

1. Norm asked a couple questions regarding the Bookmobile:
 - a. *How committed are we to this initiative?* Denise and the Board agreed this is still a priority!
 - b. *How do we proceed?* A discussion was held on the Title for such a vehicle, most notably who would obtain the Title and in who's name. Also, the issue of insurance was discussed, with the idea of it being registered as a City vehicle and thus on their insurance?
Denise will look into these matters and report back...

New Business:

1. Denise reported that the Library is able to get free Xylazine and Fentanyl test strips. Garrett expressed concerns, shared by other Board members, about liability should there be an incident with H.P.L.-provided test strips. The discussion then shifted to who the Library could collaborate with to distribute these, such as Catholic Charities...
2. The need for a Policy Committee was discussed, with it agreed that Policy updates are needed. Alex and Gary both volunteered to sit on this new Committee.

The next Board meeting will be on Tuesday, March 19th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 6:28pm. Moved by Pat, seconded by Gary. Approved unanimously.

Appendix A:

Hornell Public Library



March 2024 Newsletter

Hours
 Monday, Tuesday, Thursday:
 Noon- 7pm
 Wednesday: 9am-7pm
 Friday: 1pm-5pm
 Saturday: 10am- 2pm
 Sunday: Closed

***Registration Required for All Programs-Call Us Today**

STEAM STORY-TIME
 Come read a book and enjoy a STEAM activity
SATURDAYS AT 11 AM

Homeschool Hangouts
TOUR OF THE POST OFFICE
MARCH 21ST 1 PM
 CALL US TODAY TO REGISTER

Crochet for Beginners with Sherry Pekey
 Monday Nights from 5-7 pm

ALZHEIMER'S ASSOCIATION
 HORNELL AREA Alzheimer's & Dementia CAREGIVER SUPPORT GROUP
March 7th 12:30-1:30
 Call us today to register

Join us for our next Book Club:
THE HEAVEN & EARTH GROCERY STORE by James McBride
Tuesday, March 12th 6 pm
 Contact us today to reserve your copy!

Tech Help By Appointment
 Call us today to schedule an appointment for help with your devices!

Teen Book Selfie Showdown
 Showcase your creativity by capturing the perfect selfie with your favorite book for a chance to win exciting prizes.
THURSDAY MARCH 14TH 3:30 PM

Join our **Writers Group** With Lee Marcus
 The next meeting is **Saturday, March 2nd at 10 am**
 Open to all levels
 Call today to register- 607-324-1210

Explore and discuss languages from all around the world! Join us to read, sing, and play together in Spanish, Japanese, Italian, and more!
 No previous experience with foreign languages is needed, just bring your curiosity and openness to learn!
WELCOME TO MULTILINGUAL STORY-TIME THURSDAYS AT 4PM STARTING MARCH 14TH

Toddler Tuesdays
 Tuesday, March 5th and March 19th at 1 pm
 *Call us to register at least 3 days prior to the event

Homeschool Hangouts **BOOK CLUB**
GIRAFFES CAN'T DANCE **THE FAULT IN OUR STARS** JOHN GREEN
CALL US TODAY TO RESERVE YOUR COPY! THURSDAY, MARCH 7TH AT 3 PM

CELEBRATE
Won't You Be My Neighbor DAY
March 20th



www.hornellpubliclibrary.org
 Hornell Public Library • 64 Genesee St. Hornell, NY 14843 • (607) 324-1210



March 2024 Newsletter

****Registration Required for All Programs-Call Us Today**

Notes to The Community

Solar Eclipse Monday, April 8th

- The Solar Eclipse will be visible in our area
- The library is requesting any used cereal boxes you may have to donate
- Eclipse glasses will begin to be offered March 1st- 2 per family

Can and Bottle Recycling

- Our library now has a \$0.05 recycling bin in the back of our library! Please drop off your cans and bottles so we can recycle them!

Register for our Programs

- We are now requiring registration for all of our programs at least 3 days before the event.
- This policy ensures that we can focus our efforts on programs that truly interest the community- optimizing our energy and resources. We hope to see you at a program soon!

All Age Programs

- Saturday, March 2nd at 10 am- Writers Group with Lee Marcus
- Mondays from 5 to 7 pm- Crochet for Beginners with Sherry Pelkey
- Thursdays from 6 to 7 pm- Chess Lessons and 7 to 9 pm Open Chess
- Thursday, March 7th- Homeschool Hangout's Book Club
- Wednesday, March 20th- Won't You Be My Neighbor Day (All day)
- Thursday, March 21st- Homeschool Hangout's Post Office Tour

Toddler Programs

- Tuesday, March 5th and 19th at 1 pm- Toddler Tuesdays

Children Programs

- Saturdays at 11 am- STEAM Story-Times
- Thursdays at 4 pm, starting March 14th- Multilingual Story-Times

Teen Programs

- Thursday, March 14th at 3:30 pm- Teen Book Selfie Showdown

Adult Programs

- Thursday, March 7th from 12:30-1:30 pm- Alzheimer's Association Support Group *Respite Available
- Tuesday, March 12th at 6 pm- Book Club



Appendix B:

HORNELL PUBLIC LIBRARY BUDGET FT		2024-2025
REVENUES		
	PROJECTED OPENING CASH BALANCE -----	\$ 56,957.00
L002760	STLS	\$ 1,000.00
L002082	LIBRARY CHARGES	\$ 3,500.00
L02041	INTEREST -----	\$ 4,000.00
L03840	STATE LLSA -----	
	STEBEN COUNTY AID -----	\$ 10,000.00
	LIBRARY TAX LEVY -----	\$ 370,955.00
	TOTAL CASH BALANCE AND REVENUE -----	\$ 446,412.00
		Not to exceed Levy Limit
DISBURSEMENTS		
	7410.1 PERSONNEL COST TOTAL -----	\$269,672.00
	7410.432 BUILDING MAINTENANCE -----	\$ 3,500.00
	7410.41 BOOKS -----	\$ 15,000.00
	7410.412 AUDIO VISUALS -----	\$ 1,100.00
	7410.795 ELECTRONICS -----	\$ 22,000.00
	7410.413 MICROFILM -----	\$ -
	7410.414 PERIODICALS -----	\$ 2,000.00
	7410.43 LIBRARY SUPPLIES -----	\$ 4,000.00
	7410.433 POSTAGE/PETTY CASH -----	\$ 500.00
	7410.435 TRAVEL/CONFERENCES -----	\$ 2,000.00
	7410.439 EQUIPMENT REPAIRS -----	\$ -
	7410.45 UTILITIES -----	\$ 10,000.00
	7410.451 TELEPHONE -----	\$ 3,500.00
	7510.413 PROGRAMS AND SPEAKERS.....	\$ 3,000.00
	7410.794 ELEVATOR MAINTENANCE -----	\$ 3,000.00
	PAYROLL PROCESSING/STANDARD INSURANCE	\$ 4,000.00
	STLS COST SHARE -----	\$ 17,000.00
	Liability Insurance	\$ 8,000.00
	Marketing	\$ 1,000.00
	SUB-TOTAL OF DISBURSEMENTS -----	\$369,272.00
EMPLOYEE BENEFITS		
	L9010.8 RETIREMENT -----	\$ 17,040.00
	L9030.8 FICA/FICM -----	\$ 20,650.00
	L9040.8 WORKMANS COMPENSATION -----	\$ 800.00
	L9055.8 DISABILITY INSURANCE -----	\$ 450.00
	L9060.8 HOSPITAL/DENTAL INSURANCE -----	\$ 38,200.00
	EMPLOYEE BENEFITS-SUB TOTAL DISBURSEMENTS	\$ 77,140.00
	TOTAL DISBURSEMENTS -----	\$ 446,412.00

Position Title:	LIBRARY PROGRAM ASSISTANT
Jurisdictional Classification:	Competitive; Part-Time Non-competitive
Adopted:	April 29, 2008
Revised	January 19, 2010

Robert F. Biehl, Personnel Officer



DISTINGUISHING FEATURES OF THE CLASS

This position involves specialized non-librarian duties. Work involves responsibility for planning, promotion, implementation, and leadership of community enrichment, recreational, educational, and community service activities and programs. Work also involves monitoring and evaluating program activities for effectiveness and community involvement. Programming is designed under general direction of the Library Manager with wide leeway allowed the incumbent for the exercise of independent judgment in planning and implementing individual activities. Direct supervision may be exercised over the activities of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES

1. Develops goals, objectives, and plans for individual and group activities;
2. Designs age-appropriate activities;
3. Conducts recreational and crafts activities;
4. Leads group reading and theatre activities;
5. Selects thematic reading materials;
6. May provide homework assistance;
7. May arrange opportunities for participants to perform community service activities;
8. Assembles exhibits and displays;
9. Creates promotional materials such as press releases, brochures, and flyers;
10. Conducts public relations and information programs throughout the service area;
11. Conducts program evaluations and assesses program effectiveness;
12. May supervise activity aides;
13. Interfaces with library patrons, parents, caregivers, businesses, and the general community;
14. Maintains program records and statistics;
15. Participates in light building maintenance; and
16. Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Working knowledge of age-specific developmental theories, stages, and expectations;
- Working knowledge of age-appropriate education practices and techniques;
- Familiarity with age-appropriate reading materials;
- Ability to establish good working relationships with a variety of age groups;
- Ability to deal effectively with a wide variety of individuals;
- Tact and courtesy;
- Ability to maintain records and prepare reports;
- Ability to present written and oral reports;
- Good project management skills;
- Working knowledge of basic first aid;
- Ability to plan, direct, and supervise the work of others;
- Ability to prepare budgets and monitor expenditures;
- Initiative and resourcefulness;
- Good judgment;
- Neatness; and
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION(S)

Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduation from a regionally-accredited or New York State-registered college or university with a Bachelor's Degree in Early Childhood Education or a related field; or
- (b) Graduation from a regionally-accredited or New York State-registered college or university with an Associate's Degree in Early Childhood Education or a related field and two years of full-time or equivalent part-time satisfactory experience conducting community enrichment or educational programs; or
- (c) Four years of satisfactory experience conducting community enrichment or educational programs, one year of which must have been in a position involving program management and staff supervision; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

END

Appendix D:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
February 20, 2024

REVENUE

City Balances

Checking	\$ 11,386.86
Savings	\$ 286,974.75
Capital	\$ 45,803.38

Library Checking Accounts

Board Checking Account	\$ 17,422.74
Conderman Account	\$ 13,152.72

Maple City Bank Account

Savings	\$ 427.81
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 244,956.00	
		(Annual interest income: \$5525)
Board Trust Fund	\$ 401,868.00	
		(Annual interest income: \$8,837)
Saxon Endowment	\$ 13,832.00	
Mary Beth Smith Fund	\$ 10,000.00	(CD 3% 9/24)

DEBITS

Bills Applied Against Board Checking Account

Transfer to City Capital Reserve	\$ 30,000.00
NYS Lib Devop	\$ 268.00
Lori Corso (QB training)	\$ 150.00
American Lib Assoc Dues	\$ 238.00
Snow Thrower	\$ 2,503.19
Misc.	\$ 240.56

Sub Total \$ 33,342.90

Bills Applied to Conderman Checking Account

\$ 0.00

Sub Total \$ 0.00

Total Both Checking Accounts \$ 33,342.90

Total Operating Expenses: Feb	2024	\$24,902.15
	Jan 2024	\$36,309.39
	Dec 2023	\$38,683.23
	Oct 2023	\$25,480.50
	Sept 2023	\$24,998.85

August	2023	\$26,279.82
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