

Library Meeting Minutes
Tuesday, 09/17/2024

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
Alex Hoffman
Holly Hogan
Pat Moore
Kate Santelli
Denise Chilson – Director

Excused:

N/A

Regular meeting called to order at 5:02pm

Secretary's Minutes:

1. *Motion made to approve June's minutes by Mike, seconded by Norm. Approved unanimously.*

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise shared patron counts, citing that August's count was down compared to last year, but more accurate on account of patrons not being counted multiple times at the different desks.
3. Summer programming featured 51 programs with 1,645 attendees.
4. Summer Reading participation was up from last summer.
5. Denise shared that many workshops / trainings were attended by Library staff (see report for full details on trainings)
6. October Programming is very extensive – see bulletin in Appendix B.
7. The DHPSNY Archival Grant was awarded, more info to come after a follow-up meeting with the organization.
8. ARC Grant was discussed (up to \$15,000 has been reserved).
9. Thank you to Norm for fixing the doors.
10. Federal Income Tax forms have been ordered.
11. NYS Construction Aid Grant has been officially approved, and is about \$2,500 more than expected. This will be used to pay for the new cameras already purchased.
12. Denise gave some IT updates, including that we will eventually have to change to VOIP (per STLS). Denise shared some quotes (see Appendix C).

Motion made by Garrett, seconded by Holly, to switch internet services to VOIP per the provided quotes. Approved unanimously.

13. Joe asked Denise how Voter Registration is going. Denise shared that people are already coming in for that and it's going well.
14. Norm asked about the Bird Watching event. Denise shared that it hasn't happened yet, but will be held on Saturday, 10/5. Library staff is very excited about it!
15. Denise updated the Board on a couple key employee issues, including that the new hires are doing amazing! She also recommended a couple changes, which resulted in the following resolutions:
 - Motion made by Joe, seconded by Gary, to increase the Programmer Salary (Eba and Vanessa) from \$18/hr. to \$20/hr. Approved unanimously.*
 - Motion made by Mike, seconded by Joe, to increase Jasmine Sims' hours from 19.75 to 29.75 per week. Approved unanimously.*
16. Garrett updated the Board on Denise's Director Evaluation, which is due once again. They were handed out and Garrett asked that they be placed in his mailbox over the next two weeks (by 1 OCT at the latest). Garrett will then report back with the results at the October meeting and it can be addressed then...
17. Kate asked about Bookkeeping responsibilities. Denise addressed her plan to facilitate this running smoothly in the future.
18. Eba applied for the NYLA Grant and was awarded the Grant to attend the event in Syracuse. Denise may attend as well...
19. Denise asked permission to take time to visit with her daughter at the end of the week. The Board gladly approved!

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix D.
2. Joe shared that everything is healthy, with most accounts up from this time in 2023.
3. Joe also reported that Denise is doing great in terms of budgeting.
4. Joe explained his plan to match the Bookmobile amount of \$20,000.
5. Joe reported that the two H.P.L. Trusts will be transferred from Community Bank to Maple City Savings soon.
6. Operating expenses are down this month, but similar to last year's amount.
7. Joe shared his opinion that the shift to full-time employees has been a positive, both financially as well as in general.
8. Denise asked for the Board for the following changes to be made to the Library's Circulation Policy until the new policy becomes official:
 - a. Photo ID and piece of mail (for address confirmation) required to acquire a Library card.
 - b. 30-day wait period to borrow Wi-Fi Hotspots or items from the tool shed.
 - c. New patrons (defined as up to two months after they receive a library card) are limited to three (3) circulation items.
 - d. Patrons need to be 18 years of age or have a parent with them to borrow from the Tool Shed or borrow a Wi-Fi Hotspot.

- e. Denise would also like to revamp how overdue items are handled, and the Board heard her general ideas.

The Board approved of all the above mentioned changes.

9. *Motion made by Pat, seconded by Holly, to pay the Library's bills.*
Approved unanimously.

Personnel Committee Report:

1. See abovementioned Personnel issues in the Director's Report.
2. Sexual Harassment Training due for Board members. An email link will be forthcoming with a video to fulfill this requirement.
3. The Board was also reminded of the two-hour training requirement. Brian Hildrith may speak with the Board at one of our meetings, which would fulfill this requirement.

Building Committee Report:

1. New Phone System was discussed.
2. Norm spoke on the front fire doors issue, which has been addressed.
3. Garrett asked Denise if she foresees any other issues with the building. Denise did not identify anything specifically at this time, however, Norm brought up the eventual need to replace the back doors...

Friends of the Library Report:

1. Denise reported that Friends plans to meet on Wednesday, 9/18.
2. Pat asked about any possible fundraisers that Friends are planning. Denise spoke on some possibilities, including:
 - a. Mini-golf in the Library using books as part of the course.
 - b. Murder mysteries in a box.
3. Denise spoke on her desire to get a button-maker at some point. The Board agreed with her on the benefits of having one and gave her the go-ahead to purchase one!

Outreach Committee Report:

1. Gary reported that in addition to the DHPSNY Grant, Homebound Books has been the other major initiative for the Outreach Committee. Participation has been steadily around four patrons per month, although not always the same four people.
2. Discussion about the need for another shed cleanout. Gary will look into a possible day / time this fall.
3. Denise discussed the Nursing Home deliveries, which are going well.
4. Denise also discussed her attendance at the Office of the Aging Luncheons, which have been a great outreach initiative.

Policy Committee Report:

1. Garrett asked what the best way to disseminate Policy information would be. It was decided that any proposed policy changes should be sent via email, at least several days prior to a Board meeting, so Trustees could read them over and come to the meeting prepared to discuss and vote on the policy changes.

2. Policies that the Committee had proposed for changes this month were discussed, including Programming Policy, the Hand-Saxon Room Policy, Volunteer Policy, etc... Norm asked about the Protection of Children and Vulnerable Adults Policy, where reporting needs to be changed from “Allegany” to “Steuben” County.

Motion made by Pat, seconded by Gary, to accept all Policy changes, after the abovementioned correction is made, as written. Approved unanimously.

Old Business:

1. Donated cans need to be labeled and taken to Main Street Redemption.

New Business:

N/A

The next Board meeting will be on Tuesday, October 15th at 5:00pm in the Library Conference Room.

Motion made to adjourn at 6:16pm. Moved by Norm, seconded by Garrett. Approved unanimously.

Appendix A:

Directors Report for Board Meeting September 17, 2024

Denise Chilson – Library Director

2024 Patron Counts

Month/Year	Adult Morn	Adult Eve	Juv Morn	Juv Eve	Total
Jan 2024	554	435	444	182	1,615
Feb 2024	598	650	402	190	1,840
Mar 2024	757	568	286	241	1,852
Apr 2024	754	479	372	200	1,805
May 2024	622	477	814	219	2,132
Jun 2024	608	501	310	186	1,605
Jul 2024	896	456	655	220	2,227
Aug 2022	971	468	708	132	2,279
Aug 2023	1,249	623	550	200	2,622
Aug 2024	650	412	526	246	1,834
Sep 2024					
Oct 2024					
Nov 2024					
Dec 2024					
Total 2024	5,439	3,978	3,809	1,684	14,910

Summer Reading Program 2024

July 8th - August 15th, 2024

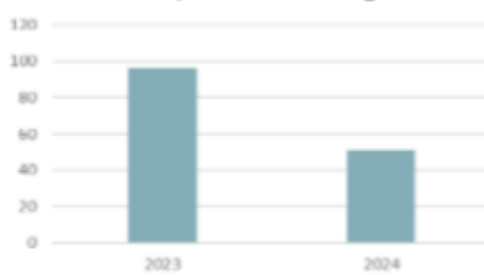
Summer Programming

# of Programs	51
Attendance	1,645

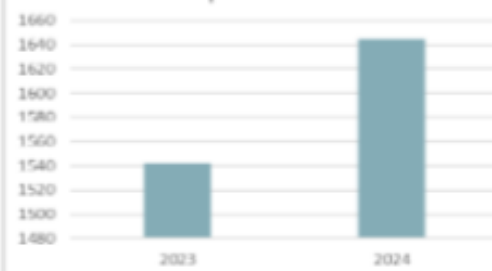
Summer Reading

Age Category	Participants	Minutes/Books Read
Children	145	37,337
Teens	25	24,364
Adults	59	156

SRP Comparison: # of Programs



SRP Comparison: Attendance



Workshops/Trainings/Meetings attended:

- 06.12.24 Long Overdue: Enhancing Library Services for LGBTQIA Individuals & Families (Eba &Vanessa)
- 08.06.24 Demystifying Misinformation Pt 1 (Eba &Vanessa)
- 08.07.24 Presentation to Steuben Co. Legislature (Denise)
- 08.15.24 Demystifying Misinformation Pt 2 (Eba &Vanessa)
- Recording of Niche Academy Webinar – Digital Safety and Privacy for Librarians (Eba &Vanessa)
- 08.26.24 Narcan Training (All Staff)
- 09.10.24 Steven and Deb Jakobi Birding (Denise Eba)
- 09.11.24 Thinking Money For Kids (Grant) Session 1(Eba &Vanessa)

Programming and Services Please see upcoming events!

Library Updates

- HPL awarded DHPSNY Archival Grant. Additional info available after 09.26.24 10AM Zoom Meeting... Thank you to Gary for all the hard work to get us this opportunity!
- ARC Grant (Sent letter of support, and reserved \$15,000, and if we don't want to use it or match it, that's fine, but we do need a portable speaker/mic system and we need to update projection system in Children's Room. Need to get estimates.)
- Norm- Thank you for fixing the doors!!
- Norm- Thank you for the gorgeous rocking chair you made!
- NYS Construction Aid Grant officially approved and we will be receiving more funding than expected
- Federal Income Tax forms ordered 09.13.24

IT Updates-

VOIP please see attachment for estimates from CPE and STLS

To Discuss:

- New hire update
- Jasmine Sims 19.75 to 29.75 hours
- Programmer salary \$18/hr to \$20/hr
- Director Eval (Garrett)
- Quinnzel Walcier
- Policies (Policy Committee)

Appendix B:



October 2024 Newsletter

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

Hours
 Monday, Tuesday, Thursday:
 Noon- 7pm
 Wednesday: 9am-7pm
 Friday: 1pm-5pm
 Saturday: 10am- 2pm
 Sunday: Closed
 *Closed October 14th

BENJAMIN BERRY'S CIRCUS ACT
 SATURDAY, OCTOBER 19TH AT THE
 COMMUNITY ARTS CENTER
 11 AM

A HAUNTED HORNELL PUBLIC LIBRARY

TUESDAY, OCTOBER 29TH
 AT 6:30 PM

RESULTS FROM THE WAYLAND
 PARANORMAL INVESTIGATION

A CLASSICAL GUITAR CONCERT

FRIDAY
 OCTOBER 11TH
 6:30 PM

JOIN US FOR THIS FREE EVENT!
 GOODWILL OFFERINGS ARE
 ACCEPTED AND ALL DONATIONS
 GO DIRECTLY TO THE LIBRARY

31st October
SPOOKY STORIES
 AT 5 PM
 WITH
 DAN
 WILCOUSE

Join us for our
FALL READING CHALLENGE
 October 1st-October 31st
 All ages are welcome!
 Sign up today!

POKÉMON PARTY

ARE YOU READY TO CATCH THEM ALL?

Bring your friends and
 create your own Poké Balls
 to catch the wild Pokémon
 around the library!

October 15th
 Same time

Central American Crafts for Kids
 with Alma de Mexico

Saturday, October 12th at 1 PM
 Hornell Community Arts Center
 58 Broadway Mall, Hornell NY 14843
 Registration required: call 607-324-1210

Join us for our next
Book Club:

The Wishing Game
 by
 Meg Shaffer

Tuesday,
 October 8th
 at 6 pm

Contact us today to reserve your copy!

Quetzalcoatl: The Feathered Serpent Performance
 with Alma de Mexico

Saturday, October 12th at 3 PM
 Hornell Community Arts Center
 58 Broadway Mall, Hornell NY 14843

Introduction to Bird Watching for Adults

SATURDAY, OCTOBER 5TH
 10:00 AM
 LED BY MEMBERS OF THE ALLEGANY COUNTY BIRD CLUB

STEAM STORY-TIME

Come read a book and
 enjoy a STEAM activity.

Saturday, October 5th,
 and 26th at 11 am

Craft Beverage Memory Project EXHIBIT

OCTOBER 25th
 DURING OPEN HOUSE

The Alma de Mexico programs are made possible with funds from the Statewide Community Regrant program, a regrant program of the New York State Council on the Arts with support of the Office of the Governor and the NYS Legislature and administered by the ARTS Council of the Southern Finger Lakes



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



October 2024 Newsletter

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

Children Programs

- Saturdays, October 5th and 26th at 11 am- STEAM Story-Times
- Saturday, October 12th at 1 pm-Central American Crafts for Kids
- Tuesday, October 15th at 12 pm-Toddler Tuesdays
- Thursday, October 17th at 4 pm- Multilingual Story-Time Season 3 Blast-Off
- Thursday, October 31st at 5 pm-Spooky Stories

Teen Programs

- Wednesday, October 16th at 3 pm- A Pokémon Party

Adult Programs

- Saturday, October 5th-Homebound Books Delivery
- Thursday, October 3rd from 12:30-1:30 pm- Alzheimer's Association Support Group *Respite Available
- Saturday, October 5th at 10 am- Introduction to Bird Watching
- Tuesday, October 8th at 6 pm-Book Club
- A Craft Beer Exhibit-All of October
- Tech help by appointment- Call us today!

Fall Reading Challenge 2024

Can you read the most in October? Sign up starting September 23rd for our Fall Reading Challenge and find out!

All Age Programs

- Mondays from 5 to 7 pm- Crochet for Beginners with Sherry Pelkey
- Thursdays from 6-7 pm-Chess Lessons and 7-9pm Open Chess
- Saturday, October 5th at 10 am- Writers Group with Lee Marcus
- Friday, October 11th at 6:30 pm-A Classical Guitar Concert with Ben Ellis
- Saturday, October 12th at 3pm- Quetzalcoatl: The Feathered Serpent Performance
- Saturday, October 19th at 11 am- Benjamin Berry's Circus Act
- Tuesday, October 29th at 6:30 pm-The Wayland Paranormal Investigation Results



Appendix C:

Voice Over IP Phone System Fee Schedule for STLS Member Libraries
Hornell Public Library - 7.1.2024

PHONE SERVICE

	Member Library Cost	
Phone System Installation - One Time	\$	350.00
Monthly Cost for Phone Line (Number)	\$	35.00
Monthly Cost for Additional Phone Lines (Number)	\$	11.00

FAX MACHINE SERVICE

	Member Library Cost	
Fax Machine Adapter Installation - One Time	\$	127.00
Monthly Fax Machine Designated Line (Number)	\$	11.00
or		
Monthly Cost for Fax Machine Service	\$	24.95

PHONES

STLS will work with Vendor to Provide Phone and Pricing Options to Library

SERVICE AND MAINTENANCE

	Member Library Cost	
Phone System Monthly Service and Maintenance	\$	15.00

Initial Setup Costs for Library	
Phone Install	\$ 350.00
Fax Install	\$ 127.00
Phones	Determined by Library
*TOTAL	\$ 477.00

Monthly Recurring Cost for Library	
Phone Line	\$ 35.00
Fax Line	\$ 11.00
Service and Maintenance	\$ 15.00
**TOTAL	\$ 61.00

*Initial Setup Cost does not include cost of phones purchased by library

**Represents monthly recurring cost to library. Library will be invoiced quarterly.



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QUOTE

August 27, 2024

Prepared by: Rick Frawley

Hosted Nimbus Phone System Quote Hornell Public Library 64 Genesee Street Hornell, NY 14843 Contact: Denise Chilson

Programming of 8 Yealink SIP phones along with 2 Yealink cordless handsets and connecting them to the STLS Nimbus server. The STLS/IT department will be installing and training on the Yealink phones.

- 1 - Yealink T-53W 12-Line SIP phone with Wi-Fi & Bluetooth
- 7 - Yealink T-53 12-Line SIP phone with black & white screen
- 2 - Yealink W-73P SIP cordless base with 1 W-56H cordless handset
- 1 - Grandstream ATA single line adapter for the Fax machine

System Total...\$2,829.50 Plus Tax, if applicable

Monthly Price... See STLS Monthly billing for SIP trunks and cell phone apps.

Note: STLS will be providing the extensions, voicemail system greetings, and mailbox greetings from their On-Premises Nimbus system.

Yealink equipment is warranted for one (1) year.

Labor warranted for one (1) year. After that year: Remote service charge \$50.00/1st 15 minutes and \$10.00 for each additional 15 minutes. Premise visits, if needed, will be \$130.00 per hour with a one-way travel charge.

Quoted price valid for thirty (30) days from proposal date.

Signed acceptance and 50% down payment must be received by CPE for work to commence. Remaining balance due upon completion. Ordered items subject to restock fee.

Date: _____

Acceptance: _____

Title: _____

Job Total \$ _____ Plus Tax, if Applicable

Thank you for calling CPE InterLink. Should you have any questions or need further information, please do not hesitate to contact our office.



357 East Fifth St, Elmira NY 14901

T 607.734.7988 F 607.737.0994

Appendix D:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
September 19, 2024

REVENUE

City Balances

Checking	\$ 7,736.45
Savings	\$ 91,398.40
Capital	\$ 36,880.91

Library Checking Accounts

Board Checking Account	\$ 24,105.01
Conderman Account	\$ 13,216.94

Maple City Bank Account

Savings	\$ 428.06
CD	\$ 53,000.00 (matures 10/11/24)

Quarterly Trust/Special Funds

Conderman Trust	\$ 246,519.61 (Annual interest income: \$5525)
Board Trust Fund	\$ 396,018.11 (Annual interest income: \$8,837)
Saxon Endowment	\$ 14,894.82
Mary Beth Smith Fund	\$ 10,000.00 (CD 3% 9/24)

DEBITS

Bills Applied Against Board Checking Account

Walmart-AA Batteries	\$ 17.97
Pathways Inc-EAP	\$ 85.00
Amazon-Book	\$ 28.90
Walmart-Mario Kit Deluxe Game	\$ 54.86
Sub Total	\$ 186.73

Bills Applied to Conderman Checking Account

Sub Total **\$ 0.00**

Total Both Checking Accounts **\$ 186.73**

Total Operating Expenses: Sept	2024	\$26,282.34
	Aug 2024	\$35,199.27
	July 2024	\$28,589.86
	June 2024	\$35,936.47
	May 2024	\$23,107.24
	Apr 2024	\$33,757.74
	Mar 2024	\$43,242.46 (STLS \$16,725.00)
	Feb 2024	\$24,902.15

Jan	2024	\$36,309.39
Dec	2023	\$38,683.23
Nov	2023	\$31,585.56
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