

Library Meeting Minutes
Tuesday, 12/17/2024

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
Denise Chilson – Director

Excused:

Pat Moore

Regular meeting called to order at 5:03pm

At this time, new Library Programmer Sidnie was introduced to the Board.

Guest Erika Jenns then did our annual STLS Trustee Training.

Secretary's Minutes:

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

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Patrons numbers are down, but Denise indicated that other area libraries are reporting the same trend. She suggested possibly getting manual clickers to track patrons, which might lead to more accurate patron counts.
3. New hires for December and moving forward were shared with the Board, including:
 - a. Stephanie Lubic, Library Aide, start date 12/10/24, 19.75 hours @ \$16.00/hr
 - b. Grace Strauss, Library Aide, start date 12/10/24, 19.75 hours @ \$16.00/hr
 - c. Jacob Postl, Library Aide, start date 01/09/25, 19.75 hours @ \$16.00/hr
 - d. Sidnie Srader, Library Programming Assitant, start date 12/09/24, 40 hours @ \$19.00/hr
4. Denise presented her proposed budget for 2025-26 and a discussion ensued.

Motion to approve the following by Garrett, seconded by Mike:

Whereas, the adoption of this 2025-2026 budget for the Hornell Public Library requires a tax levy increase that exceeds 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 by a resolution approved by a vote of sixty percent of 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 2025-2026 by at least sixty percent of the board of trustees as required by state law on December 17, 2024.

RESOLVED, that the Hornell Library Board of Trustees shall, and hereby does, petition the Board of Education of the Hornell City School District to place the following budget proposition, or one of substantially similar form, on the ballot at the time of the school district vote.

PROPOSITION: SHALL THE ANNUAL SUM OF MONEY TO BE RAISED BY TAXATION FROM THE RESIDENTS OF THE HORNELL CITY SCHOOL DISTRICT FOR THE HORNELL PUBLIC LIBRARY BE INCREASED FROM \$370,955 TO \$ 407382 IN ACCORDANCE WITH NEW YORK STATE EDUCATION LAW, EDN §259, TO PROVIDE PUBLIC LIBRARY SERVICES.

Approved Unanimously.

5. Norm asked for an update on the Bookmobile grant, which Denise gave. She also shared that our Construction Aid grant money is still forthcoming and she was told to expect that in February.
6. Denise asked the board about frames for donated artwork. Garrett indicated he would make said frames.
7. Denise indicated there have been issues with the getting the snowblower and chairs into the sheds. A ramp would help. Norm looked into this and said the best option would be a mobile aluminum ramp, which could be purchased for about \$250.
Motion made by Norm, seconded by Gary, for a ramp to be purchased for the sheds.
Approved unanimously.
8. The upstairs clock has been fixed by Norm – Thanks once again, Norm!!!
9. Ad hoc Archival Committee discussed to help inventory and plan for the History Room’s long-term care. Gary, Holly, Garrett and Denise all volunteered for this committee, along with other Board members who indicated they would be willing to help out when available. Garrett asked Gary to come up with a plan for the work this Committee will do when they meet...
10. Denise discussed the need for a Strategic Plan Committee. After discussion, it was decided that this should be a full board effort and will be addressed at our January meeting. Denise said she would get examples from other libraries.

11. The Library has multiple similar, but slightly different Mission Statements that need to be matched up. This will also be done in January when we brainstorm for the Strategic Plan.
12. Denise reminded the Financial Committee that there are a couple financial policies that the Policy Committee would like them to look at, seeing as that's more in their wheelhouse!
13. Denise shared a survey for the Board to complete.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe shared that balances are all healthy and recent operating expenses are down slightly.
3. *Motion made by Joe, seconded by Alex, to pay the Library's bills for the month.* Approved unanimously.

Building Committee Report:

1. Some ideas were discussed related to future projects, including a redesign of her office to make it more functional. Norm and Garrett asked that Denise come up with some sketches and they will move ahead with that project...

Personnel Committee Report:

1. *Motion made by Garrett, seconded by Joe, to move into Executive Session at 6:57.* Approved unanimously.
2. *Motion made by Gary, seconded by Garrett, to come out of Executive Session and return to Regular Session at 7:11.* Approved unanimously.
3. H.P.L. employee Robert Evans will have a wage increase to \$16.00/hr beginning 12/31/24.

Friends of the Library Report:

N/A

Outreach Committee Report:

1. Gary stated that he would like a discussion at our upcoming January Board meeting regarding the Outreach Committee's future, purpose, goal, etc...

Policy Committee Report:

N/A

Old Business:

1. Gary wanted clarification on the Board Bylaws, section 4d. Discussion and clarification followed...

New Business:

1. Denise asked the Board for permission to close the Library on 08 MAY 2025 for an All-Staff Training. The Board supported this closure...

2. Board Member reappointments:

Four members of our Board of Trustees are up for reappointment January 31, 2025:

Norm Ellis

Gary Kelleher

Joe Liberto

Garrett McGowan

All four Trustees would like to be reappointed for another 3-year term, as they are actively engaged in several Committees and Ad-hoc Committee work. Three of these Trustees hold Officer positions on the Library Board of Trustees, and the Board of Trustees would like them to remain in these positions for at least the remainder of their Board of Trustee-voted-and approved Officer commitment time.

Norm Ellis is on a member of several committees: Building and Maintenance, and ad-hoc Bookmobile committee, which he is excited to work on until it is up and running, which is at least another three-year commitment. He is also critical to keeping our beautiful Carnegie Library in repair (this old building requires a lot of love!) Norm is also the only member of our current Board to go through the NYS Construction Aid Grant process.

Gary Kelleher serves on many of the time-consuming committees, along with serving as Board Secretary. Gary served on the Outreach Committee, the Policy Committee, helps with the Building-Maintenance Committee, and spearheads the Ad-hoc History Room Committee. Gary is instrumental in the Library being awarded a grant through DHPSNY to assist with our archival needs assessment and long-range plan for making the materials in the History Room more available to the public by cataloging what we have, and digitizing our most delicate materials.

Joe Liberto is our Finance Officer and also serves on Building-Maintenance Committee as well as on the Ad-hoc History Room Committee.

Garrett McGowan serves as President of the Library Board of Trustees and works closely with the Director to keep the numerous committees and projects moving forward. Garrett serves on Building-Maintenance Committee, the Personnel Committee and the Ad-Hoc History Room Committee. Garrett will also be instrumental in assisting with the 2025 Summer Reading Program, "Color Our World" by assisting with a science series that supports this exciting theme. Additionally, Garrett helps plan and participates in our "Community Bike Ride" which we are expanding from once a year to three times in the 2025 year ahead.

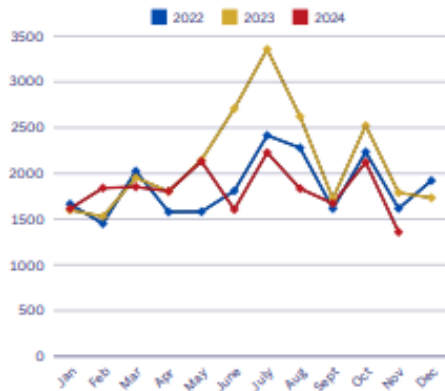
The next Board meeting will be on Tuesday, January 21st at 5:00pm in the Hand-Saxon Room.
Motion made to adjourn at 7:25pm. Moved by Norm, seconded by Garrett. Approved unanimously.

Hornell Public Library

DECEMBER 2024 DIRECTOR'S REPORT
SUBMITTED BY DENISE CHILSON, DIRECTOR



Patron Visits



CHECKOUTS

Our circulation numbers for November were down, with a decrease of 594 checkouts since October. Circulation numbers remained nearly the same from 2213 transactions in November 2023 to 2264 transactions in November 2024.

TRAININGS / MEETINGS ATTENDED 11/19-12/17:

- 12/06/24 Gather & Grow 2024 (Denise & Eba)
- 11/20/24 DAC (Denise)
- 12/16/24 DAC Strategic Planning Group (Denise)
- KnowBe4 Training (All Staff)
- 12/03/24 Rethinking Summer Reading (Eba)

PATRON NUMBERS

For the month of November we entered **8** new library cards.

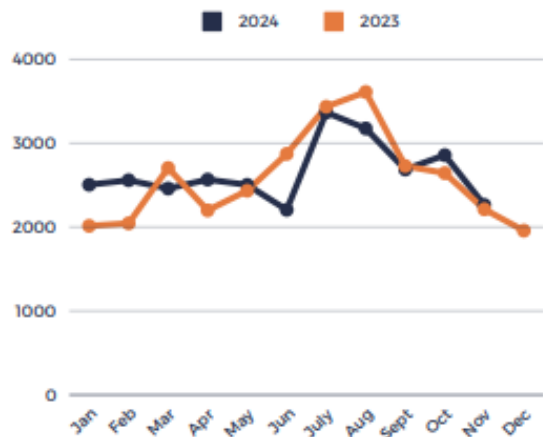
Our patron visits for November were down, with a decrease of 763 since October. This could be accounted for by the nearly 500 visitors we had for Halloween.

Patron visits declined from 1789 visits in November 2023 to 1358 visits in November 2024.

27 **160** **8** **26**

Onsite Programs Programs Attendees Outreach Visits Outreach Attendees

Circulation



2264

Items checked out in November

2858

Items checked out in October

671

eBooks checked out in November

658

eBooks checked out in October

96

Public computer sessions in November

128

Public computer sessions in October

338

Holds filled in November

333

Holds filled in October

714

Visits to website in November

1045

Visits to website in October

2025-2026 Proposed Budget

Attached you will find the 25-26 Proposed Budget and a comparison between the 24-25 Budget. I have also included a breakdown in scheduled hours. Please review the Proposed Budget and either email me or bring any questions you may have to the December Meeting. I need to request a tax-cap override to cover minimum wage increases, contracted services increases, etc. The Board will need to vote on this proposed budget so I can request a tax-cap override and send a letter to the Hornell City School District. We will need two resolutions: one for the taxcap override, and one for the adoption of the budget.

We also need choose a date in April for the Budget Hearing and get it on our calendars.

New Hires

Stepanie Lubic, Library Aide, start date 12/10/24 19.75 hrs @ \$16.00/hr

Grace Strauss, Library Aide, start date 12/10/24 19.75 hrs @ \$16.00/hr

Jacob Postl, Library Aide, start date 01/09/24 19.75 hrs @\$16.00/hr

Sidnie Srader, Library Programming Assistant start date 12/09/24, 40hrs @ \$19.00/hr

Robert Evans wage increase to \$16.00/hr beginning 12/31/24

EXECUTIVE SESSION to discuss employee performances

Items Needing Discussion:

- Frames for Artwork donated about a year ago
- Ramp for sheds
- Upstairs Clock
- Archival Committee
- Strategic Plan Committee
- Mission Statement on the LRP doesn't match the one on our website
- Long Range Plan: What we have accomplished, what we still need to accomplish
- Follow up on Fiscal Policies (Joe and Mike were going to give up date, but were not at last meeting.)
- Survey for Board to fill out

DayStar November 2024

To see Spectrum News Report, follow this link: [Celebrating Indigenous People's Month Through](#)

Dance



Happy Holidays and See You Next Year
Thank you for all you do here at the Library!

Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
December 17, 2024

REVENUE

City Balances

| | |
|----------|---------------|
| Checking | \$ 4702.73 |
| Savings | \$ 354,181.44 |
| Capital | \$ 37,313.57 |

Library Checking Accounts

| | |
|------------------------|--------------|
| Board Checking Account | \$ 23,906.38 |
| Conderman Account | \$ 13,386.15 |

Maple City Bank Account

| | |
|---------|--------------|
| Savings | \$ 10,428.10 |
| CD | \$ 53,000.00 |

Quarterly Trust/Special Funds

| | |
|----------------------|--|
| Conderman Trust | \$ 260,813.21 (Annual interest income: \$5525) |
| Board Trust Fund | \$ 389,727.51 (Annual interest income: \$8,837) |
| Saxon Endowment | \$ 14,894.82 |
| Mary Beth Smith Fund | CD matured earning \$479.41 \$10,000 moved to savings(temp) |

DEBITS

Bills Applied Against Board Checking Account

| | |
|---|------------------|
| Friends of the Library, ETSY, Amazon, Wegmans Dollar General | \$ 182.95 |
|---|------------------|

Bills Applied to Conderman Checking Account

\$ 0.00

Total Both Checking Accounts \$ 182.95

| | | |
|-------------------------------|------|------------------|
| Total Operating Expenses: Dec | 2024 | \$30,890.76 |
| | Nov | 2024 \$38,148.23 |
| | Oct | 2024 \$25,084.33 |
| | 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 |