

Library Meeting Minutes
Tuesday, 2/18/2025

Attended at Hornell Public Library:

Submitted by G. Kelleher

Garrett McGowan – BOT President
Mike McCumiskey – BOT Vice President
Joe Liberto – BOT Chief Finance Officer
Norm Ellis
Holly Hogan – *Substitute BOT Secretary*
Alex Hoffman
Nancy Countryman
Tonya Cornish
Denise Chilson – Director

Excused:

Gary Kelleher – BOT Secretary

Regular meeting called to order at 5:00pm

Secretary's Minutes:

1. *Motion made and seconded to approve January's minutes.* Approved unanimously.

Stephanie Cole Adams "Zoomed" in to hold a Board Training Session.

Director's Report:

1. For the full Director's Report, see Appendix A.
2. The Library would like to have a Board presence at various City / Hornell Partners for Growth events throughout the year, mainly through an informational table at various events. The events being considered are:
 - a. Wild Flower Festival; Saturday, May 24th from Noon to 6:00pm
 - b. Fourth of July Event; Friday, July 4th from 1:00pm to 10:00pm
 - c. Thursdays at the Square; 6/26, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 8/21 and 8/28 from 5:00pm to 9:00pm
 - d. Veterans Memorial Park Event; Saturday, August 2nd – *More to come...*
 - e. Maple City Fall Festival; Saturday, October 11th from Noon to 6:00pm
 - f. Trunk or Treat; Saturday, October 25th at 5:00pm
3. Denise's Annual Report is complete and will be sent in upon approval by the Board. *Motion made and seconded to approve the Hornell Public Library's Annual Report.* Approved unanimously.
4. The following six policies were approved by the Policy Committee to be voted on by the Board:
 - a. Confidentiality of Library Records Policy
 - b. Deed of Gift Policy
 - c. Hornell Public Library Child Safety Policy
 - d. Rules of Conduct for Patrons of the Hornell Public Library
 - e. Virtual Reality Policy
 - f. Weather and Other Emergency Closing Policy

Motion made and seconded to approve the six above-mentioned policies. Approved unanimously.

5. Discussion was held on an advertisement proposal by WLEA for \$100 per month. See Appendix B for the proposal.
6. A timeline for Denise's office renovation was discussed, Randy Jackson will be coming soon.
7. The next Common Council Meeting will be on Monday, February 24th. If a Board member is willing to attend in place of Denise, please let her know...
8. The Bookmobile is arriving as early as next weekend and will be dropped off to Norm. It is a 2015 Ford with less than 50,000 miles, costing \$16,000.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix C.
2. *Motion made by Norm, seconded by Tonya, to pay the Library's bills for the month.*
Approved unanimously.

A reorganization discussion was held regarding the roles and membership of our Committees:

Financial Committee – *Role:* Balances the books, monitors finances and helps create the Library's annual budget.

Members: Joe and Mike

Personnel Committee – *Role:* Oversees personnel policy and handbook.

Members: Garrett and Holly

Building Committee Report – *Role:* Helps with building maintenance and is currently focused on the Bookmobile.

Members: Joe, Norm and Mike

Friends of the Library Report – *Role:* Fundraising arm of the Library; needs support!

Members: Nancy

Outreach Committee Report – *Role:* Attend City events and promote the Library's mission.

Members: Gary and Holly

Policy Committee – *Role:* Help the Library Director and other staff create new policies as needed and update older policies on a rotating basis.

Members: Alex and Gary

Ad Hoc Archival Committee – *Role:* Inventory, organize and upkeep of the Thatcher "History" Room. This includes finding an effort to digitize our expansive microfilm collection, which will require about \$100,000 to complete.

Members: Gary, Holly, Mike, Tonya and Garrett

Old Business:

N/A

New Business:

N/A

The next Board meeting will be on Tuesday, March 18th at 5:00pm in the Hand-Saxon Room.

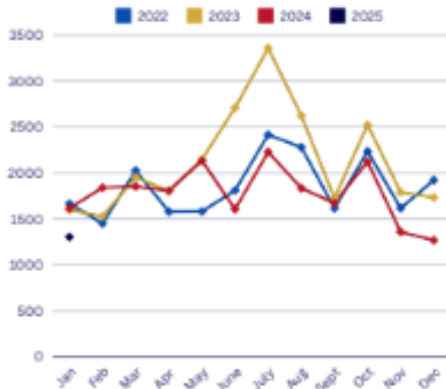
Motion made to adjourn by Tonya, seconded by Norm. Approved unanimously.

Hornell Public Library

FEBRUARY 2025 DIRECTOR'S REPORT
SUBMITTED BY DENISE CHILSON, DIRECTOR



Patron Visits



PATRON NUMBERS

For the month of January we entered **16** new library cards.

Our patron visits for January were up, with a increase of 36 since December.

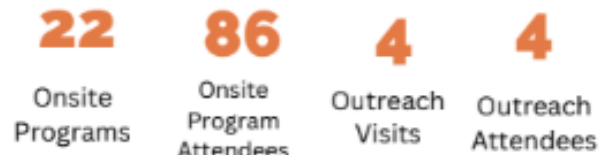
Patron visits declined from 1615 visits in January 2024 to 1303 visits in January 2025.

CHECKOUTS

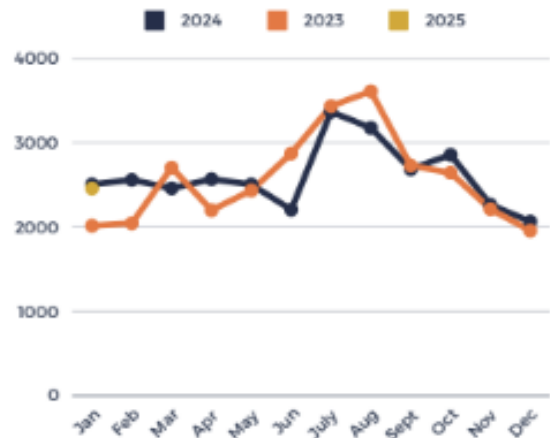
Our circulation numbers for January was up with a increase of 393 checkouts since December. Circulation numbers remained nearly the same from 2505 transactions in January 2024, to 2458 transactions in January 2025.

LET'S CELEBRATE SOME WINS!

- We are 5th out of 50 libraries for circulating items!!!
- Improved Collaborations! HCSD, AS, BOCES
- "Blind Date with a Book" has been a huge hit!
- Department meetings
- NEW! Mango Languages & Kanopy!



Circulation



2458

Items checked out in January

587

eBooks checked out in January

107

Public computer sessions in January

355

Holds filled in January

741

Visits to website in January

2065

Items checked out in December

561

eBooks checked out in December

73

Public computer sessions in December

300

Holds filled in December

697

Visits to website in December

Staff Trainings

- 01/22/25 Bedbugs in Libraries: Denise/Eba
- 01/27/25 Mango Languages Eba
- 01/27/25 DLAG Denise
- 01/27/25 Kanopy Training Eba
- 01/29/29 DAC meeting Denise
- 01/31/25 Lunch with Mayor J Buckley
Denise/Joe
- 02/04/25 Color Our World With Citizen
Science Sidnie
- 02/05/25 ADVOCACY DAY! Denise/Eba/Sid
- 02/06/25 Empowering Teens and
Enhancing Information Literacy through
Games and Interactive Programming-
Jasmine
- 02/12/25 ILS meeting Denise/Eba/Kelly
- 02/12/25 Diversity in Children's Lit Sidnie
- 02/13/25 Civic Season Training
Denise/Eba/Sidnie

Board/Director To-Do List:

- Review 5 Year Plan, and start to create
new 5 year plan
- Create Strategic Plan ASAP
- Re-write Board By-Laws ASAP
- New Board Member Training/Succession
Planning
- Create Board Calendar with essential
dates
- Do we need a special committee to
handle the above tasks?
- Look at event calendar for Hornell and
choose who can table at which event

Items Needing Discussion:

- Board Training with Cole Adams!
- Approve Policies
- Office Reno: Timeline and PP
- Common Council Meeting February
24...Who will attend? If we each take a
meeting, we would only have to do one
apiece
- Bookmobile update
- Board Training with Cole Adams!
- Vote on Annual Report
- Re-org Adult Fic...De-generify for less
confusion
- Postcards Love your Library
- Issue with Amazon invoicing. Can City Hall
work with us?
- Community Arts MOU : Key, Reserving
- Date for Budget Hearing!
- Volunteers needed!

Library Advocacy!

We love our Library!



Welcome to 2025!

We have a BIG year ahead of us, and a lot of work to do, but it's going to be GREAT!

February 5th kicks off LIBRARY ADVOCACY DAY!

Appendix B:

Ad Proposal for Hornell Public Library Radio Ads

Client: Hornell Public Library

Campaign Duration: Until Further notice/ TFN.

Objective: Promote library services, events, and resources for the local community.

Ad Plan,

1. 15-Second Spot:

- Frequency: 25 airings per month
- Content: A quick, engaging message highlighting the library's offerings, such as book lending, events, and community resources.
- Cost: \$50 per month

2. 30-Second Spot:

- Frequency: 25 airings per month
- Content: A more detailed announcement promoting the library's resources, workshops, and family-friendly events.
- Cost: \$50 per month

Total: \$100 per month.

Benefits:

- Build awareness of library resources and events
- Reach diverse community members
- Strengthen the library's position as a hub for education and engagement

Total Monthly Investment: \$100 for 50 total ads (50x 15-second + 50x 30-second); Total 50 ads per month.

Approval:

Please sign below to confirm acceptance of this proposal.

Client Representative Name.

SIGNATURE

• IS also willing to do 30 spots a month
- 15-15 second
- 15-30 second
for \$75.00
• This is the cheapest they can go.
• Any unused ads will roll over month to month. NPR ✓ 92-1

Appendix C:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
February 18, 2025

REVENUE

City Balances

Checking	\$ 7,276.08
Savings	\$ 269,838.80
Capital	\$ 37,563.65

Library Checking Accounts

Board Checking Account	\$ 50,700.41
Conderman Account	\$ 16,460.33

Maple City Bank Account

Savings	\$ 10,428.00
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 249,712.09	
		(Annual interest income: (\$9386))
Board Trust Fund	\$ 396,636.18	
		(Annual interest income: (\$9130.26))
Saxon Endowment	\$ 16,247.42	
Mary Beth Smith Fund	\$ 10,000 moved to savings(temp)	

DEBITS

Bills Applied Against Board Checking Account

Amazon- Legos, Children's Books, Mailers	\$ 293.57
Thrift Books	\$ 45.99
Wallace Motors LLC	\$16,000.00
Sub Total	\$16,339.56

Bills Applied to Conderman Checking Account

\$ 0.00	
Sub Total	\$ 0.00

Total Both Checking Accounts \$16,339.56

Total Operating Expenses:	Feb 2025	\$55,540.00(STLS \$17,511.00)
	Jan 2025	\$48,315.00(NYS RET \$19,678.00)
	Dec 2024	\$30,890.76
	Nov 2024	\$38,148.23
	Oct 2024	\$25,084.33
	Sept 2024	\$26,282.34
	August 2024	\$35,199.27
	July 2024	\$28,589.86

June	2024	\$35,936.47
May	2024	\$23,107.24
Apr	2024	\$33,754.74
Mar	2024	\$43,242.46(STLS \$16,725.00)
Feb	2024	\$24,902.15
Jan	2024	\$36,309.39