

Library Meeting Minutes
Tuesday, 4/15/2025

Attended at Hornell Public Library:

Garrett McGowan – BOT President
Mike McCumiskey – BOT Vice President
Gary Kelleher – BOT Secretary
Norm Ellis
Nancy Countryman
Denise Chilson – Director

Submitted by G. Kelleher

Excused:

Joe Liberto – BOT Chief Finance Officer
Holly Hogan
Alex Hoffman
Tonya Cornish

Regular meeting called to order at 5:07pm

Secretary's Minutes:

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

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise shared that the Library's stats look great, with more Library cards being issued each month. Programming is also going well, with 62 programs scheduled for the month of April alone! Denise also stated that she has seen a larger number of patrons aged 19 to 25. A discussion followed on how to expand the Library's programming for that age demographic.
3. Allyson Buckley offered her resignation; her last day was 4/5/2025.
4. Saturday, May 3rd is the annual Library Spring Clean-Up with the help of the Hornell High School National Honor Society students. It will begin at 10:00am if anyone wants to join! Denise will be in touch with Gary regarding mulch and other necessary supplies in advance of that day.
5. The following summer dates were discussed:
 - a. 7/9 is a planned Bubble event!
 - b. 7/16 is Tie Dye Day!
 - c. 7/18 is either a Flag Football or Ultimate Golf event at 10:00am. A referee will be needed. Mike brought up reaching out to the Y.M.C.A. about co-sponsoring, making it an even bigger event! Denise will look into this...
 - d. 7/25 the Friends will be sponsoring the Pool
 - e. 8/4 Oobleck Event
6. Monday, April 21st is the next Common Council meeting if anyone on the Board would like to attend with Denise.

7. Motion made by Norm, seconded by Mike, to adopt the following Resolution:

Hornell Library Resolution

Balancing Resolution for the Fiscal Year 2024-2025

WHEREAS, the following transfers must be made to close out the appropriation accounts for Fiscal Year 2024-2025.

NOW, THEREFORE, BE IT RESOLVED, that the following transfers be hereby approved:

FROM	TO	AMT.
LIB Steuben County Aid	LIB Bldg Main L7410.1	\$1,586.71
" " " " "	LIB Elec Mat L7410.795	\$ 995.30
" " " " "	LIB Lib Suply L7410.430	\$1,462.25
" " " " "	LIB Telephone L7410.451	\$1,731.74
" " " " "	LIB Elev Main L7410.494	\$1,532.50
" " " " "	LIB Cont Serv L7410.460	\$ 115.97
" " " " "	LIB Retire L9010.8	\$2,638.00
" " " " "	LIB Disability L9055.8	\$ 253.94

Carried Yes NO

Absent-

We, the members of the Library Board of Trustees, herby authorize the above transfers and approve this resolution.

President of the Library Board of Trustees  Date 4/16/25

Trustee  Date 4/16/25

Trustee  Date 4/16/25

Approved unanimously.

Financial Officer's / Financial Committee's Report:

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

Personnel Committee Report:

1. Denise shared that Grace will be leaving on account of her internship. A posting has been made to replace her, with a few applicants thus far, including Atticus. Denise has arranged for Atticus to shadow a couple Library employees to see if it'd be a good fit.
2. Mike asked who's been responsible for the increased social media "push"? Keep up the great work!

Building Committee Report:

1. Great job Norm on all his projects! Thanks, as always!

Friends of the Library Report:

1. Meeting on Thursday, 4/17.

Outreach Committee Report:

Nothing to Report

Policy Committee Report:

1. We had to skip a meeting this month on account of how busy Denise and Eba have been. Gary will be sending out a follow-up email to the Committee to hopefully set a meeting date between now and our May meeting.

Old Business:

1. Per our March meeting discussion, Gary reported that Denise and he had met regarding archival materials needed to begin the lengthy process of preserving some of our more critical resources in the Thacher History Room. "Rare Book Boxes" and acid-free "L Sleeves" are a priority. A brief discussion ensued...
A motion was made by Gary, seconded Norm, to spend up to \$1,000 from the Capital Reserve Funds to purchase the abovementioned archival items. Approved unanimously.
2. A discussion was held, and it was agreed that it would be a good idea moving forward, to have a budget line for both Archival Supplies and the Bookmobile. This will be addressed in September.
3. Denise shared that she has a new Microfilm Digitalization estimate (approx.. \$98,000). She submitted the Digitalization Grant that she and Gary had been working on.
4. On a related note, Denise shared that Penny Gray expressed interest in helping with our microfilm digitalization effort. Denise will email Penny soon regarding a meeting with her and available Board members.

New Business:

1. Norm updated the Board on the Bookmobile work:
 - a. Shelves have been mounted
 - b. Four trolleys are installed to cart books in and out of the vehicle
 - c. One seat will be going back in

- d. A table has been started to check items out
- e. A couple dents were cut out and replacements will be welded back in – thanks to Bradley Supply for help with materials!
- f. An awning has been ordered and will be coming soon

The next Board meeting will be on Tuesday, May 20th at 5:00pm in the Hand-Saxon Room.

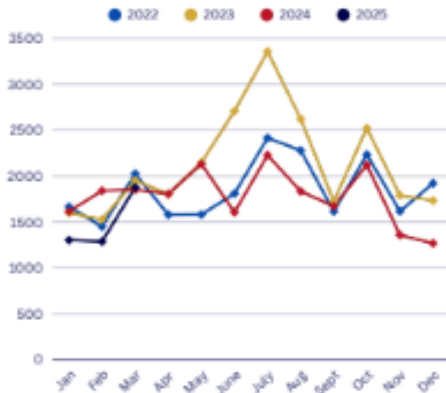
Motion made to adjourn at 5:40pm by Garrett, seconded by Norm. Approved unanimously.

Hornell Public Library

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



Patron Visits



PATRON NUMBERS

For the month of March we entered **18** new library cards.

We had 1,887 patrons visit the Library in March!

42

Onsite Programs

348

Onsite Program Attendees

7

Outreach Visits

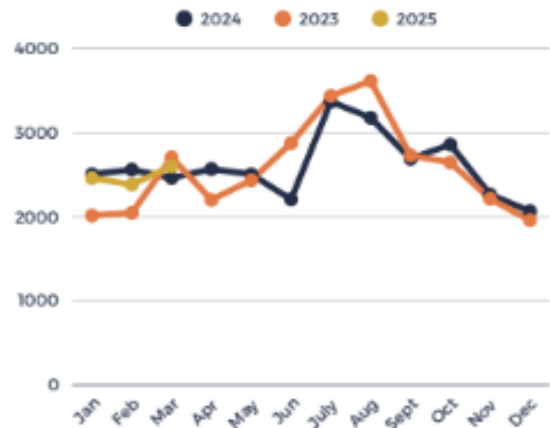
92

Outreach Attendees

LET'S CELEBRATE SOME WINS!

- The office is almost done!
- SRP Commercial
- Bergren Forum at AU
- Department meetings are going well
- Eba- ALA Capacity Building Grant submitted for Multilingual Story Hour
- Digitization Grant submitted
- Season 4 Multilingual Story Hour...124 participants!

Circulation



2602

Items checked out in March

648

eBooks checked out in March

151

Public computer sessions in March

338

Holds filled in March

916

Visits to website in March

2382

Items checked out in February

728

eBooks checked out in February

113

Public computer sessions in February

391

Holds filled in February

697

Visits to website in February

Staff Trainings

- 4/8/25 Fine-tuning Facebook for Libraries, completed today- Jasmine
- 3/18/25 New NOVELny Resources Overview- EBA
- Upcoming: Spring CE for Staff and Trustees!

Items Needing Discussion:

- Shuttering of IMLS and projected cut of funding to NYS
- Discuss/Approve MOU/Credit Card Policy
- Allyson Buckley, Last day 4/5/2025 resignation
- Common Council Meeting April 21...WHO WILL BE ATTENDING?
- May 3 Library Outdoor Clean-up
- Date for Budget Hearing: 4/15/25 at 6PM
- Volunteers needed!

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

Snitch "nose" what she likes to read!



**Thank you to the HPL Board of Trustees,
Staff, Friends of the HPL and all of our
Volunteers!**

Appendix B:

HORNELL PUBLIC LIBRARY FINANCIAL REPORT
 April 15, 2025

REVENUE

City Balances

Checking	\$ 8,088.19
Savings	\$ 226,939.47
Capital	\$ 36,948.99

Library Checking Accounts

Board Checking Account	\$ 45,729.56
Conderman Account	\$ 18,337.13

Maple City Bank Account

Savings	\$ 10,433.03
CD	\$ 53,000.00

Quarterly Trust/Special Funds

Conderman Trust	\$ 264,691.08	
		(Annual interest income: (\$9386))
Board Trust Fund	\$ 389,484.41	
		(Annual interest income: (\$9130.26))
Saxon Endowment	\$ 14,815.57	
Mary Beth Smith Fund	\$ 10,000	moved to savings(temp)

DEBITS

Bills Applied Against Board Checking Account

Amazon-Books, Office Supplies	\$ 137.70
USPS-Stamps	\$ 138.70
Sub Total	\$ 276.40

Bills Applied to Conderman Checking Account

The Spectator Subscription	\$ 45.59
Sub Total	\$ 128.15

Total Both Checking Accounts \$ 321.99

Total Operating Expenses:	Apr	2025	\$32,749.94
	Mar	2025	\$35,698.58
	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
	Aug	2024	\$35,199.27

Jul	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