

Library Meeting Minutes
Tuesday, 5/20/2025

Attended at Hornell Public Library:

Submitted by G. Kelleher

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

Excused:

Tonya Cornish

Regular meeting called to order at 5:00pm

Secretary's Minutes:

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

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise reported the following;
 - Patron visits are trending up, along with Outreach and Programming participation. Ebooks and magazines are also up!
 - Molly Mahoney and Chris Barron's resignations are effective on 5/3/2025 and 5/27/2025, respectively.
 - Beth Turner is being taken off the sub list.
 - Grace Strauss had to leave due to her internship placement.
 - Denise shared the following ideas / suggestions for Construction Aid:
 - a. Upgrade security system to avoid false alarms
 - b. Improve lighting in the front and back of the building, per the Hornell Police Department
 - c. Install a generator so the Library can become a heating / warming shelter
 - d. Replace / repair emergency doors and refinish side door
3. Denise also thanked the following people for recent efforts:
 - All who stopped in to check on how the staff was doing following the recent vandalism.
 - Norm and Garrett for repairing the doors so quickly (and beautifully!).
 - Gary for organizing and working on the Spring clean-up.

Financial Officer's / Financial Committee's Report:

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

3. Motion made by Joe, seconded by Mike, to adopt the following resolution for fiscal year 2024-2025:

**HORNELL
LIBRARY RESOLUTION**

BALANCING RESOLUTION FOR 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.
HOS & MED INS	L9060.8	LIB. BOOKS	L7410.41	\$ 424.94
" " "	" "	LIB. SUPPLIES	L7410.430	\$ 1,462.25
" " "	" "	LIB. BUILD MAINT.	L7410.432	\$ 1,678.97
" " "	" "	LIB. TELEPHONE	L7410.451	\$ 1,580.47
" " "	" "	LIB. CONT SERVICES	L7410.460	\$ 115.97
" " "	" "	LIB. ELEVATOR MAINT.	L7410.494	\$ 1,532.50
" " "	" "	LIB. ELECTRONIC MAT.	L7410.795	\$ 2,549.43
" " "	" "	LIB. STATE RETIREMENT	L9010.8	\$ 2,638.00
" " "	" "	LIB. SOCIAL SECURITY	L9030.8	\$ 23.98
" " "	" "	LIB. DISABILITY INS.	L9055.8	\$ 253.94

CARRIED - 8 Ayes, Carried unanimously

We, the members of the Library Board of Trustees, hereby authorize the above transfers and Approve this Resolution.

TRUSTEE: H. Hogan DATE: 5/20/25

TRUSTEE: M. Ellis DATE: 5/20/25

TRUSTEE: _____ DATE: _____

TRUSTEE: _____ DATE: _____

Approved unanimously.

At 5:42pm, the regular meeting was suspended to meet with Penny Gray regarding the Library's / Archival Committee's efforts to digitize the newspaper microfilm. Denise shared that the Digitization grant was received. Penny Gray decided to make a donation of \$20,000 from the David A. Gray Foundation to kick-start this effort! Thank you, Penny and family!

Regular meeting was resumed at 6:23pm.

4. Joe continued his report, focusing the Board's attention to the City Savings Balance, where there is an irregularity. The following summarizes Joe's concerns:

City Account Concerns

May 2025

Savings is Tax Levy money the City uses to pay the majority of HPL costs

April Savings 226,939

May Savings 161,225 May 2024 204,550 (43,325 more last year)

May 2023 187,832

May 2022 176,170

1 Month Spending 65,719 (4/25-5/25)

1 Month Spending 53,834 (2/25-3/25)

Average Month Spending 35,318 (7month average, 11/2024-5/2025)

Last 5 monthly spending trend

May 41,585 Apr 32,749 Mar 35,698 Feb 55,540 Jan 48,315

If spending continues at a rate of 35,318/month, HPL will need 211,908 to get to November. We are trending 50,000 short to November.

HPL will need to operate at 26,870/month with our current 161,225 in Saving. Or come up with 9000 more a month to reach 35,318/month from May to November.

Areas of rising costs

1)Personnel Services 25,000/month (12/24-4/25) 19,000/month (5/24-11/24)

6,000/month increase

March Personnel Cost 37,920!

Severance Packages for two employees 6000/employee (12,000)

Jan 25-May 25

2)Building Maintenance, Books, Audio-Visual, Electronic Materials, Library Supplies, Telephone, and Elevator Maintenance have demonstrated higher costs.

Solutions for making It to November

1)Hiring freeze immediately (3 months)

2)Wage increase freeze immediately (3months)

3)Spending Freeze on all areas except for utilities (3months)

If necessary:

1)Reduce hours of operation or close when HPL runs out of money. Reopen in November.

2)Revenue from sources outside of Tax Levy -City Accounts that HPL may draw from to help make ends meet:

Board checking account 30,202 (withdraw 20,000)

Conderman checking account 27,584 (withdraw 20,000)

Maple City Savings account 10,000

Tax Levy increase of 36,427 for next year will not be sufficient to operate HPL at the current monthly expense rate of 35,318 for a total of 423,816 for 12 months. The Tax Levy will generate 407,382 falling short by 16,434.

Personnel Committee Report:

N/A

Building Committee Report:

N/A

Friends of the Library Report:

N/A

Outreach Committee Report:

N/A

Policy Committee Report:

N/A

Old Business:

N/A

New Business:

N/A

The next Board meeting will be on Tuesday, June 17th at 5:00pm in the Hand-Saxon Room.

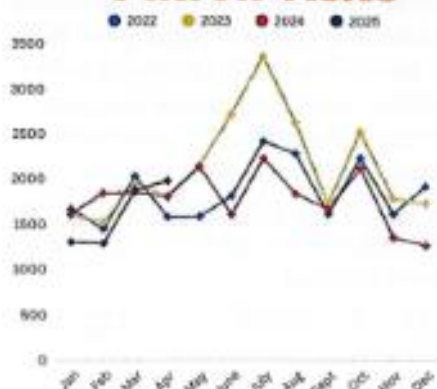
Motion made to adjourn at 7:03pm by Holly, seconded by Norm. Approved unanimously.

Hornell Public Library

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



Patron Visits



PATRON NUMBERS

For the month of March we entered **15** new library cards.

We had **1,976** patrons visit the Library in April!

49 **406** **13** **182**

Onsite
Programs

Onsite
Program
Attendees

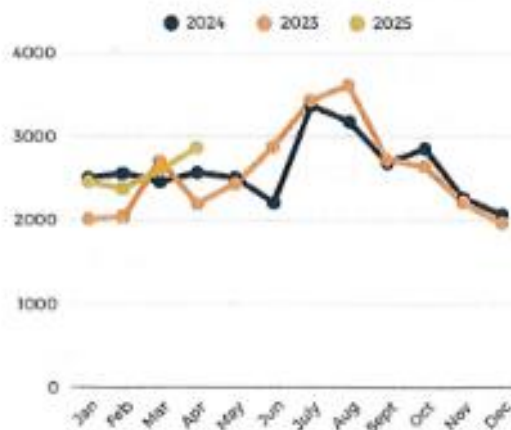
Outreach
Visits

Outreach
Attendees

LET'S CELEBRATE SOME WINS!

- Spring CE was a giant success. Eba and Elizabeth presented about Multilingual Storytime and how to replicate this kind of collaboration in Rural Libraries
- Six Staff Members and one Volunteer attended Spring CE this year!
- School Tour Week with the Primary School was a huge success! A giant shout out to Eba, Sidnie, Jasmine and who made this such an amazing experience!

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

2867

Items checked out
in April

760

eBooks & e-magazines
checked out
in April

183

Public computer
sessions in April

361

Holds filled
in April

758

Visits to website
in April

Staff Trainings

- 4/23/25- Annual Reports to Community- Eba
- 4/25/25- Multicultural Storytime Magic-Eba
- 4/23/25 Mastering the Art of Difficult Conversations-Denise
- 4/30/25 - Sensory Storytime and Sensory Programming Foundations - Sidnie
- 4/30/25 - DEI Discussion: How Libraries Save Lives, The Power of Welcoming the Trans Community - Sidnie
- 5/9/25- Spring CE- Jasmine, Stephanie, Sidnie, Joanne, Eba, Denise

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
- Address Amazon issue and Tax Levy money

Items Needing Discussion:

- RPC's
- Thank you to Gary for the Outdoor clean up!!
- Thank you to Norm and Garrett for fixing our doors!
- Construction Aid...
 - Here are my suggestions: Upgrade security system (It's the only way to stop false alarms); upgrade lighting for front and back of library (strongly suggested by HPD). install a generator so we can officially call ourselves an emergency heating/warming shelter; replace Emergency doors and refinish side door
- Date for Budget Hearing: 4/15/25 at 6PM
- Volunteers needed!

Spring CE and Mandala Art



**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

May 20, 2025

REVENUE

City Balances

Checking	\$ 4,423.71
Savings	\$ 161,225.04
Capital	\$ 35,725.52

Library Checking Accounts

Board Checking Account	\$ 30,602.20
Conderman Account	\$ 27,584.80

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	\$ 389,534.21
	(Annual interest income: (\$9130.26)
Saxon Endowment	\$ 11,637.00
Mary Beth Smith Fund	\$ 10,000 moved to savings(temp)

DEBITS

Bills Applied Against Board Checking Account

Conderman transfer	\$10,000.00
Books, programing, Building Maintenance, Bookmobile, 6 Adventure Passes	\$ 3,472.75
Sub Total	\$13,472.75

Bills Applied to Conderman Checking Account

The Wall Street Journal	\$ 752.33
Sub Total	\$ 752.33

Total Both Checking Accounts \$14,224.88

Total Operating Expenses:	May	2025	\$41,585.40
	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