



**Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the April 13, 2026, Meeting**

President Gentry called meeting to order at 4:00 p.m. Board members in attendance were Jenn Craig, Laurie Gentry, Gay Kirkton, Jeanine Samuelson, Bert Schulz, and Emily Yoder. Also attending was Director Sonya Dorris.

Minutes of Previous Meeting

Jeanine Samuelson offered, Gay Kirkton seconded, a motion to approve the minutes from the March meeting. The motion carried.

Appropriations and Financial Reports

Sonya Dorris presented the March appropriation and financial reports (copies attached).

Budget Status: Monthly spending was \$81,990.26. Following a discussion, Gay Kirkton moved to accept the reports, with Jeanine Samuelson seconding the motion, which was approved.

Old Business

- A. Dilling Group and Havel provided proposals to replace two leaking pumps in the Carnegie basement mechanical room. Dilling Group's proposal was \$20,291, and Havel's was \$14,473. Jeanine Samuelson moved to accept the Havel proposal, Bert Schulz seconded the motion, and the motion passed.

New Business

- A. Since Sue Shollenberger is no longer on the Board, the Board is in need of a treasurer. After some discussion of the duties, Gay Kirkton moved that Emily Yoder be appointed to the treasurer position, Bert Schulz seconded the motion, and it was approved.
- B. Sonya Dorris presented a proposal from Librarica to purchase a new coin/card vending machine (\$5,734) for public printing and copying. Emily Yoder moved to purchase the equipment, Bert Schulz seconded the motion, and it was approved. The equipment will be paid from the LIRF Fund.

Public Comments: None

Director's Report

Sherrie Ambrose from Fremont PL and I will be doing a short get-to-know-us presentation at tomorrow's County Council meeting. We have a Power Point with basic info about each library (programs, service population, staff size, photos), and then we'll each present our financials. The financial overview that I'm giving them is in your packets, and I'm including all the documents that back up those numbers. We also each have an infographic with some of 2025's statistics.

I hired another part-time staff member, Mikaela Dault, who will be working about 20 hours a week at the circulation desk.

We have concrete pushing up the textured slabs on the walkway between parking lots. Webb Concrete will be coming to look and give us a proposal. I'm hoping we can get it fixed ASAP, but we have orange cones there for the time being.

I have calls in to a couple different asphalt companies about the potholes in the parking lot.

I hosted the LSC directors last Friday. We talked about several topics, mostly about the coming changes in funding. We discussed having written information ready to hand out when patrons start to see service reductions.

We have two contracts expiring later this year and early next year, TBS for our computer and print management and Communico for our events calendar and meeting room reservations. Both will be replaced with less expensive options. Savings for the computer and print management will be about \$3,000 a year, and the calendar/reservations software will save about \$8,000 a year.

I'm also investigating changing some of our PCs over to Macs when they are up for replacement. We can get basic Mac Minis for \$600 that will last much longer than the Windows refurbished machines we've been getting for the same price.

Update monthly statistics: In 2025 physical items were 69.2% of total circulation, and digital materials were 30.8%. Three months into 2026, physical has dropped to 67.5% and digital is up to 32.5%.

Gay Kirkton moved to accept the report. Jeanine Samuelson offered a second, and the motion passed. Bert Schulz moved to adjourn the meeting with Jeanine Samuelson offering a second, the motion carried.