



Carnegie Public Library of Steuben County
Board of Trustees
Minutes of the August 11, 2025, Meeting

President Gentry called the public hearing for the 2026 budget to order at 4:00 p.m. Board members in attendance were Haley Billow, Laurie Gentry, Jeanine Samuelson, Bert Schulz, and Sue Shollenberger. Also attending was Director Sonya Dorris. The board reviewed the proposed 2026 budget, but no members of the public were in attendance. Haley Billow moved to adjourn the public hearing, Bert Schulz seconded the motion, and the meeting was adjourned.

President Gentry called the regular meeting to order at 4:15 p.m.

Minutes of Previous Meeting

Jeanine Samuelson offered, and Haley Billow seconded, a motion to approve the minutes from the July meeting. The motion carried.

Appropriations and Financial Reports

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

Budget Status: Monthly spending was \$71,960. Following a discussion, Bert Schulz moved to accept the reports, with Sue Shollenberger seconding the motion, which was approved.

Old Business

- A. None.

New Business

- A. Director Dorris presented a proposed update to the Meeting Room Use policy that would allow the staff to cancel room reservations after 15 minutes if the patron has not arrived or let the staff know of a late arrival. The policy also includes a provision to limit advance reservations if a user has over 3 such instances in a year. After some discussion, Haley Billow moved to accept the updated policy. Sue Shollenberger seconded the motion, and the motion was approved.
- B. Director Dorris presented a proposal to move our payroll processing in-house by purchasing a payroll module from our current account software vendor for \$2200. Our current payroll provider costs about \$5,000 annually. Jeanine Samuelson moved to purchase the module, Bert Schulz seconded the motion, and the motion was approved.
- C. Director Dorris presented a proposal to change our IT support vendor. The proposal includes a flat \$2,000 a month fee. Haley Billow moved to accept the proposal, Jeanine Samuelson seconded the motion and it was approved.

Director's Report

The statistics from the summer reading program are in your packets. Overall circulation in children's was up 22% over last year. They increased the number of participants and the number of reading logs completed. Traffic in the department was also up 22%. Program attendance was down slightly, but that attributed to the loss of the YMCA group. They did not offer their summer program this year.

Total adult circulation was up 5% in June and July. There was a 2% decrease in physical circulation and a 20% increase in digital circulation.

ENA/Zayo replaced our firewall last month as part of the equipment upgrades that are being funded by an 80% discount through erate. They will be replacing switches in the network infrastructure and WI-FI access points later this month.

I will be attending the statewide library bookkeeping workshop Thursday in Anderson. I'm waiting for checks from First Federal to arrive to move funds from the other two banks.

I'll be attending the Steuben County Community Foundation's annual meeting next week. We will receive the proceeds from our endowments for the past year.

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