

Library Meeting Minutes
Tuesday, 11/18/2025

Attended at Hornell Public Library:

Submitted by G. Kelleher

Garrett McGowan – BOT President
Joe Liberto – BOT Chief Finance Officer
Gary Kelleher – BOT Secretary
Holly Hogan
Nancy Countryman
Tonya Cornish
Denise Chilson – Director

Excused:

Mike McCumiskey – BOT Vice President
Alex Hoffman
Dan Hausman

Regular meeting called to order at 5:32pm

Secretary's Minutes:

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

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise shared that the Carnegie Corporation of New York awarded \$10,000 to all Carnegie Libraries, including our own, in honor of the 250th Anniversary of the United States!
3. Denise also shared the great news that two grants she applied for were either partially or fully funded. These include a DEI Micro Grant and a Cosac grant, which will assist the Library in helping people build their resumes.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe reported that coffers are back up after receiving our tax levy check. Additionally, all accounts are healthy and look very good!
3. Joe shared that we spend about \$35,000 per month, as a rough average, which equals about \$450,000 per year.

2. Denise pulled up her proposed budget for 2026-2027 and it was discussed.
Motion to vote on the proposed budget by Tonya, seconded by Gary. Approved unanimously.

Motion to approve the proposed budget for the 2026 – 2027 fiscal year, made by Tonya. Seconded by Garrett. Approved unanimously.

Motion to adopt the resolution proposing the staff wage increases, per Denise's proposal and cited on the next page, effective January 1st, 2026. Motion made by Joe, seconded by Garrett. Approved unanimously.

	Hours Allowe d per week	Current Hourly Wage	01/01/202 5 Hourly Wage
Name			
Denise Chilson	40	\$ 31.25	\$ 32.25
Elizabeth Klindt	40	\$ 22.00	\$ 24.00
Jasmine Sims	40	\$ 18.00	\$ 20.00
Full Time Totals			
Name			
Joanne Bisson	19.75	\$ 16.00	\$ 16.50
Bethany Diehl	19.75	\$ 18.00	\$ 20.00
Stephanie Lubic	29.75	\$ 16.00	\$ 18.00
Kelly Markel	19.75	\$ 15.50	\$ 18.05
Christine Stewart	29.75	\$ 22.00	\$ 23.00
Part Time 1	19.75	-	\$ 16.50
Atticus Wagener - JS	10	\$ 16.00	\$ 17.00
Atticus Wagener - LA	15	\$ 16.00	\$ 16.50

3. *Motion made by Joe, seconded by Garrett, to pay the Library's bills for the month.*
Approved unanimously.

Personnel Committee Report:

1. *Motion by Holly, seconded by Tonya, to approve the hiring of a part-time position, effective January 1st, 2026, at \$16.50 per hour.* Approved unanimously.

Building Committee Report:

N/A

Friends of the Library Report:

1. For Nancy's full Friends report, please see Appendix C.
2. The Board discussed the need for Friends to assist with larger fundraising projects, such as a spaghetti dinner or being one of Racalto's monthly fundraising efforts.
3. The Friends have several upcoming events. They requested the Bookmobile for their event on 12/13. The staff will not be able to provide the Bookmobile, but Norm said he may be able to drive it to the event and station it.
4. The Holiday Party will be on 12/5 from 5:30 to 7:30, and will include staff, Board members, Friends and volunteers. While we mingle with members of the Friends, please suggest possible ideas to them. Also, the Board discussed food options and suggested to Denise to make it as easy as possible (i.e., pizza, pre-made appetizers, sub trays, etc...).

Outreach Committee Report:

1. Book on Every Bed event will be on 12/13.
2. Denise needs to confirm sound setup for Andy Gibbs and Jenn with Dan.
3. Norm suggested an Outreach idea, namely that Free Library's be set up at local establishments, such as food pantries, specifically to disseminate kids' books. The Board thought this was a fantastic idea to further promote the Library. Norm volunteered to build the free libraries for this effort!
4. Denise asked Norm if he could build a shelf for children's home / large daycares so kids who borrow H.P.L. books can keep them on the shelves at their daycare. This may help avoid them going home and getting lost or not returned.

Policy Committee Report:

1. *Motion to adopt the Local History Collection Management Policy by Gary. Seconded by Holly. Approved unanimously.*

Ad-hoc Archival Report:

1. Nothing new to report, the work continues, with much progress being made at each work session!

Old Business:

N/A

New Business:

1. Please complete your Five-Year Plan Evaluation and return it to Denise ASAP!
2. Meeting with City Hall regarding the H.P.L.'s current and future relationship with the City of Hornell discussed. Questions are being compiled by our work group, which will meet again on 12/1. The Library's and the City's work groups will meet once again during the week of 12/15, with a specific day and time TBD... Please send ideas to Denise or Joe on anything that should be delineated between the City and the Library.
3. A Community Needs Assessment is needed in order to move forward with the creation of our Strategic Plan. Possible ideas on how to disseminate these included mailing them out with the tax bill, having copies available at the Library for pickup, and approaching service organizations to ask what the Library can do to help with their mission.
4. Denise will come to our next meeting with examples of other Library's Community Needs Assessments.

The next Board meeting will be on Tuesday, December 16th at 5:30pm in the Hand-Saxon Room.

Motion made to adjourn at 6:58 by Holly, seconded by Garrett. Approved unanimously.

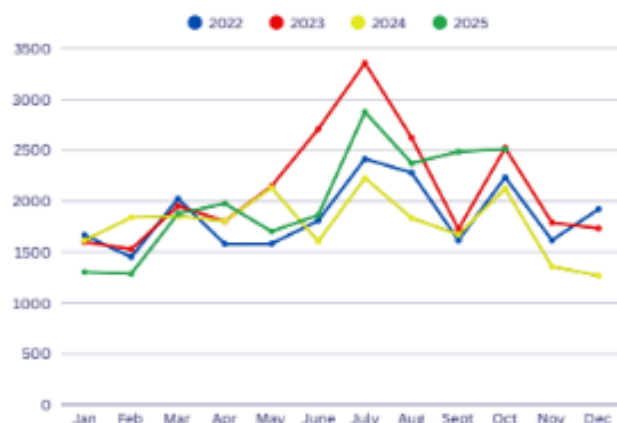
Appendix A:

Hornell Public Library

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



Patron Visits



PATRON NUMBERS

For the month of October we entered **12** new library cards.

We had **2,510** patrons visit the Library in October!

45

Onsite
Programs

232

Onsite
Program
Attendees

12

Outreach
Visits

286

Outreach
Attendees

LET'S CELEBRATE SOME WINS!

- DEI Micro-Grant was funded!
- The COSAC Grant was partially funded!
- Elizabeth and Eba presented at NYLA!
- Stephanie, Jasmine, Elizabeth, and Eba attended the NYLA Conference!
- "Teamwork Makes the Dream Work"- Thank you for to the Board and all the staff who stepped in to cover the week of NYLA!
- Carnegie Libraries receive \$10,000 gifts!

Circulation



2669

Items checked out
in October

690

eBooks checked out
in October

166

Public computer
sessions in October

5 & 2

Kanopy & Mango
in October

302 & 584

Holds Filled/Received
in October

770

Visits to website
in October

2588

Items checked out
in September

631

eBooks checked out
in September

207

Public computer
sessions in September

11 & 10

Kanopy & Mango
in September

269

Holds filled
in September

779

Visits to website
in September

Staff Trainings/Meetings

- SCRLC Annual Meeting
- 7th Grade Tours
- LST Meeting
- Book on Every Bed Meeting
- Meeting with the City of Hornell, 11/12/25
- History and Policy Committee Meetings



**Multilingual Story-Time
October 2025**



**Denise Chilson, Eba Klindt,
Elizabeth Rosales Cordova,
SCRLC Annual Meeting in
Elmira, NY**

Board/Director To-Do List:

- Please see Agenda...I've moved this section there 😊



**Elizabeth Rosales Cordova
and Eba Klindt
Presenting at NYLA 2025**



**Elizabeth Rosales Cordova,
Eba Klindt, Stephanie Lubic,
Jasmine Sims
NYLA 2025
Saratoga, NY**

Upcoming Programs!

- Check out upcoming programs in the monthly newsletter!



First NYLA Conference!



**"When the check is really in
the mail!"**



**First Bookmobile
Outreach Event**

**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

November 18, 2025

REVENUE

City Balances

Checking	\$ 1,764.15
Savings	\$407,829.98
Capital	\$ 35,359.43

Library Checking Accounts

Board Checking Account	\$ 40,518.58
Conderman Account	\$ 46,439.67

Maple City Bank Account

Savings	\$ 63,446.47
CD	\$ Matured 10/12/2025(\$5,394.35)

Quarterly Trust/Special Funds

Conderman Trust	\$ 260,395.42 (Annual interest income: (\$9386)
Board Trust Fund	\$ 395,214.10 (Annual interest income: (\$9130.26)
Saxon Endowment	\$ 17,998.46
Mary Beth Smith Fund	\$ 10,000 moved to savings(temp)

DEBITS

Bills Applied Against Board Checking Account

Bldg. supplies, books, prog. Supplies, bookmobile	
Supplies, training, membership dues	\$ 3,710.80

Bills Applied to Conderman Checking Account

\$ 0.00

Total Both Checking Accounts \$ 3,710.80

Total Operating Expenses:	Nov	2025	\$35,855.72
	Oct	2025	\$23,180.44
	Sep	2025	\$24,438.56
	Aug	2025	\$25,379.61
	July	2025	\$26,013.09
	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

Friends Meeting - Nov 4, 2025

Attendees: Brittany Stephens, Timberly Shephard, Diane Lisi, Jax Holt, Nathan Zanz, Rebecca Gennes, Sid Parks, Amber Anderson, Hailey Low, Valorie Whitehill, Nancy Countryman

OVERVIEW:

- Reviewed and approved Minutes from prior meeting
- Donated \$ 649.00 Hornell Library NYLA Attendee Meals
- Received \$ 59.00 from October Fall Festival Raffle
- Received and Deposited \$ 50.00 from Coffee Fund

Nomination of new Friends Officers:

Brittany Stephens - President
Jax Holt - Vice President
Diane Lisi- Secretary
Timberly Shepard- Treasurer

Changed Bank Signatures at Maple City Bank

Friends recruited 4 new members

Friends MOU provided to present to Denise for signature. Friends Bi-Laws have already been presented to Denise.

Val indicated the need for further discussion and understanding of lingual equipment language program, Numbers and who would benefit due to significant cost, prior to Friends covering purchase.

11/29 is the City of Hornell for Holiday Parade and fundraiser for school choir.

Val announced numerous upcoming community holiday events-

Proaction Event and table set up for Book on Every Bed Event - Dec 13th while HHS Choir in the park. They requested bookmobile to be there for that event.

Lengthy conversation about purchasing or setup Zoom Friend's meeting with growth of members.

Brittany Suggested Friends might meet twice a month due to planned and potential activities.