

Library Meeting Minutes
Tuesday, 12/16/2025

Attended at Hornell Public Library:

Submitted by G. Kelleher

Mike McCumiskey – BOT Vice President
Joe Liberto – BOT Chief Finance Officer
Gary Kelleher – BOT Secretary
Holly Hogan
Nancy Countryman
Dan Hausman
Tonya Cornish
Denise Chilson – Director
Norm Ellis
Pat Moore

Excused:

Garrett McGowan – BOT President
Alex Hoffman

Regular meeting called to order at 5:31pm

Secretary's Minutes:

1. *The following addition needs to be made to the November meeting minutes:*

Whereas, the adoption of this 2027 budget for the Hornell Public Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Hornell Public Library voted and approved to exceed the tax levy limit for 2027 by at least the sixty percent of the board of trustees as required by state law on December 16, 2025.

Motion made to approve November's minutes with that above addition by Joe, seconded by Holly. Approved unanimously.

Director's Report:

1. For the full Director's Report, see Appendix A.
2. As always, please refer any questions related to the Director's Report to Denise.
3. Denise wanted to share that 127 rolls of microfilm were packaged and sent successfully for digitalization. It will take about 30 days...
4. Thanks to those who attended the holiday party, it was fun and should be done again!
5. 351 people attended the "Book on Every Bed Event", an amazing success! Additionally, the student ambassadors from the Intermediate School were great!
6. Some Board members attended the "Gather and Grow" event and found it very informative!

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe reported that everything is healthy!
3. Joe also pointed out that the Library's Total Operating Expenses were up from last year on account of the Retirement Bill being \$28,491, as opposed to approximately \$19,000 last year. There is a gap in the reporting that made the timing awkward, but this is a manageable increase...
4. *Motion made by Joe, seconded by Holly, to pay the Library's bills for the month.*
Approved unanimously.
5. Denise shared some literature with the Finance Committee on the Unique Material Recovery Service, which could help recover losses from stolen / missing items. They will look it over!
6. Per Denise, for the Finance Committee's and Board's consideration:

BE IT RESOLVED that upon review of the proposed RFP for accounting services, the board directs the Director to publish the RFP and work with the Finance Committee for timely assessment of responses; and

BE IT FURTHER RESOLVED that the Finance Committee is directed to develop a recommendation regarding bids in time for consideration at the January meeting; and

BE IT FURTHER RESOLVED that the Board shall include time for a decision regarding bids on the January agenda; and

BE IT FURTHER RESOLVED that the Finance Committee shall have a kick-off meeting with the selected accountant in early February, to enable finalization of policy and procedures to be impacted by the accountant's services; and

BE IT FURTHER RESOLVED that the Board shall include time on the February agenda for updating fiscal policy as needed, based on the services of the accountant, and to receive its first financial report from the accountant.

Personnel Committee Report:

1. Denise brought up the new Director Evaluation Policy, which she shared via email.
Motion made by Joe, seconded by Dan, to adopt the new Director Evaluation Policy.
Approved unanimously.
2. Denise asked permission to close at Noon on 12/24 and 12/31. The Board agreed this was best!

Building Committee Report:

1. Denise asked that the transition strip at the Circulation Desk be looked at, as it is becoming problematic.
2. Blinds need to be installed!

Friends of the Library Report:

1. Friends met electronically over Discord.
2. Grant discussed for the ILA Device. Denise was unsure if the grant was submitted successfully...
3. Friends will be starting a trivia night at the Community Arts Center on Sundays in January.

Outreach Committee Report:

1. Dan stated that he would like to drop an inaugural podcast in January.
2. Norm reported that the Bookshelves discussed at our previous meeting have been made and ready to give to locales in need. A book drive is now needed in January to secure books for these shelves... Gary will send an email soon to get the ball rolling on this!
3. Denise shared that she was interviewed by Neal Simon, which was a great way to promote our services!

Policy Committee Report:

1. A newly created *Library Trustee Self-Assessment* was given out to all Board members in attendance, please fill these out! If you weren't able to attend the meeting, get one of these from Denise to complete!

Ad-hoc Archival Report:

1. Gary shared that a work meeting will be held on Thursday, 12/18 at 4:00pm.
2. Denise shared that a document scanner will be borrowed from SCRLC, which will help us digitize some of the more sensitive documents in that room so they don't have to be handled as regularly.

Old Business:

1. Denise discussed the 5-Year Plan Survey, but will also send it out in its entirety.

New Business:

1. Meeting with City Hall will be (was) held on Friday, 12/19 at 10:00am. Denise read both the H.P.L.'s and the City's Position Statements. Discussion ensued on next steps...
2. It was decided to table the Community Assessment discussion until January's meeting. Please read this from the email sent out by Denise on 12/11/25.

The next Board meeting will be on Tuesday, January 20th at 5:30pm in the Hand-Saxon Room.

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

*****If you are unable to attend a scheduled Board Meeting, please contact the Board President as soon as possible. Meetings are held the third Tuesday of every month, September through June.*****

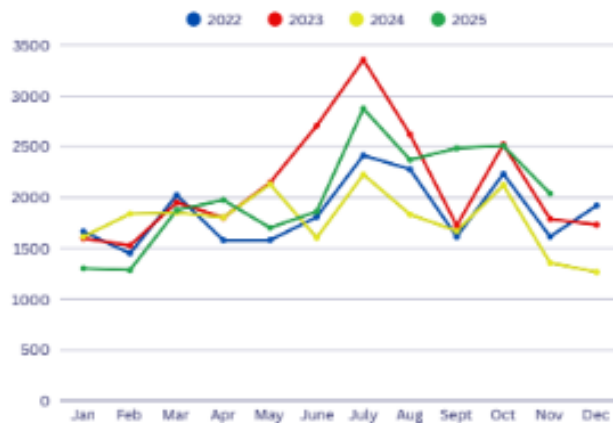
Appendix A:

Hornell Public Library

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



Patron Visits



PATRON NUMBERS

For the month of November we entered **13** new library cards.

We had **2040** patrons visit the Library in November.

38

Onsite Programs

202

Onsite Program Attendees

8

Outreach Visits

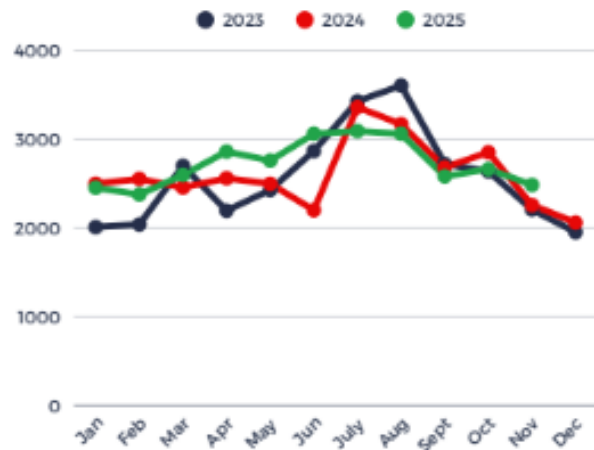
50

Outreach Attendees

LET'S CELEBRATE SOME WINS!

- Packaged up 127 rolls of microfilm and mailed out to be digitized!
- Holiday Party...Thank you for joining us!

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

2491

Items checked out in November

641

eBooks checked out in November

178

Public computer sessions in November

15 & 8

Kanopy & Mango in November

265 & 607

Holds Filled/Received in November

767

Visits to website in November

Staff Trainings/Meetings

- Gather and Grow 2025
- CPE Fire Inspection-all good!
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Board/Director To-Do List:

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

Upcoming Programs!

- Check out upcoming programs in the monthly newsletter!



**Life-Sized Monopoly
November 2025**



**Staff Trading Cards
by Jasmine Sims
Coming Soon**



**Lee Marcus, Writers Group
and
Val Whitehill, Friend of HPL
Holiday Party
December 2025**



**Diane Lisi, Friends of the HPL
Holiday Party
December 2025**



**Jasmine Sims
December 2025**



**Holiday Party
December 2025**

**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

December 16, 2025

REVENUE

City Balances

Checking	\$ 7,815.22
Savings	\$350,152.52
Capital	\$ 35,473.00

Library Checking Accounts

Board Checking Account	\$ 37,307.53
Conderman Account	\$ 46,367.95

Maple City Bank Account

Savings	\$ 63,446.47
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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	\$ 4,516.05

Bills Applied to Conderman Checking Account

The Spectator Subscription	\$ 71.72
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Total Both Checking Accounts \$ 4,587.77

Total Operating Expenses: Dec	2025	\$24,979.69(\$28,491 retirement payment applied to Jan 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