

Library Meeting Minutes  
**Tuesday, 1/20/2026**

**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  
Holly Hogan  
Alex Hoffman  
Nancy Countryman  
Denise Chilson – Director  
Aaron Benton – Maple City Savings, Insurance Division  
Norm Ellis  
Pat Moore

**Excused:**

Dan Hausman  
Tonya Cornish

**Regular meeting called to order at 5:30pm**

Secretary's Minutes:

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

***Board voted on health insurance buyout for those who are opting out of health insurance benefit... Jasmine Sims and Elizabeth Klindt. The offer was \$1,000 each January 1<sup>st</sup> 2026 and July 1<sup>st</sup>, 2026.***

*Motion made to approve December's minutes with the above addition by Garrett, seconded by Gary. Approved unanimously.*

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise shared that circulation has leveled out. She also wanted to celebrate some great accomplishments from 2025 (i.e. Bookmobile, \$25,000 in microfilm digitized, 470 programs offered with 5,223 participants!).

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe reported that everything looks good, with all accounts being in either good or great shape compared to previous years.
3. Brief discussion on the future of the Mary Beth Smith Fund and the possible advantages of closing that account. Denise brought up that we'll need to look at financial policies anyway, this could be a part of that process.
4. Joe shared that the bills for the month are about the same as last year. January's operating expenses are at \$55,913.93, which is higher than normal, but that's on account of retirement payments being included in January.

5. *Motion made by Holly, seconded by Alex, to pay the Library's bills for the month.* Approved unanimously.
6. Denise brought up the idea of switching our fiscal year from April 1<sup>st</sup> to a calendar year, once we're independent. Joe thought it should be something decided in conjunction with the new accountant. Tabled for the time being, Denise will address with the appropriate parties in the future...
7. *Motion made by Garrett, seconded by Holly, to add Mike McCumiskey as a second Signatory on the Checking Account, while removing Tim Nesbitt.* Approved unanimously.
8. Following a brief report by Denise and subsequent discussion:  
*Motion made by Joe, seconded by Gary, to hire Lori Boken as the Hornell Public Library's Accountant.* Approved unanimously.
9. Aaron Benton, representing Maple City Savings' Insurance Division, spoke on mandated insurances (Worker's Comp., Short-Term Disability, and N.Y. Paid Family Leave). He then spoke on Health Insurance options.
10. *Motion by Gary, seconded by Joe, to adopt the updated 2026-2027 H.P.L. Budget (see Appendix C).* Approved unanimously.

#### Personnel Committee Report:

1. Garrett reminded the Board that we have to conduct our Director's Report. Copies were printed and distributed, with the request that Trustees get theirs to Garrett by February 10<sup>th</sup>.
2. *Motion made by Garrett, seconded by Gary, to remove Robert Evans and Grace Strauss from the Sub List effective January 20<sup>th</sup>, 2026.* Approved unanimously.

#### Building Committee Report:

1. Norm looked at hot water tank, was unable to resolve the issue. Denise called the City and a part has been ordered.

#### Friends of the Library Report:

1. Nancy shared her report. After discussion, it was determined that we need to establish the status of the M.O.U. we had sent to Friends. If they had returned it, we need to find that and get it signed!

#### Outreach Committee Report:

1. A book drive has been scheduled from 2/9 to 2/20, with the goal of stocking the shelves of the three bookshelves that Norm built. Donated books will be brought into the Library, Norm has volunteered to help sort and store books if needed...
2. Norm also brought up efforts to get more people to attend the Library's Story Hour. Discussion ensued on the merits of publicizing on social media versus radio and newspaper. One point made was that the timing might be a factor, since Saturdays are very busy for many families. Possible solutions discussed include:
  - a. Hosting Story Hour at a site (i.e. Y.M.C.A., Community Center, etc...)
  - b. Incorporating this initiative into our Strategic Plan

Policy Committee Report:

1. Meeting scheduled for either 2/29 or 2/30 to meeting with the Finance Committee to update Fiscal Policies.

*Ad-hoc* Archival Report:

1. Gary shared that he will be working in the Thacher History Room on Monday, 1/26 from 3:30 to 5:30, if anyone would like to join.
2. Jasmine and Dan are currently working on a “From the Archives” initiative, more information T.B.A.!

Old Business:

1. Joe asked about the large donations / grants that Denise emailed us about. Denise discussed those further and shared that at this point, we’re just waiting to hear back from those individuals. She also reinforced that having updated Investment Policies are crucial, especially with the possibility of receiving larger donations.

New Business:

1. **Denise proposed a special meeting on 2/10.** We will need a quorum, so please plan on attending when additional information comes out on that!

*The next Board meeting will be on Tuesday, February 17<sup>th</sup> at 5:30pm in the Hand-Saxon Room.*

*Motion made to adjourn at 6:52 by Holly, seconded by Mike. 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

JANUARY 2026 DIRECTOR'S REPORT  
SUBMITTED BY DENISE CHILSON, DIRECTOR



Hornell Public Library  
Helping Our Community To Learn and Grow

### Patron Visits



### PATRON NUMBERS

For the month of December we entered **9** new library cards.

We had **2,246** patrons visit the Library in December.

**32** **515** **7** **19**

Onsite Programs	Onsite Program Attendees	Outreach Visits	Outreach Attendees
--------------------	--------------------------------	--------------------	-----------------------

### LET'S CELEBRATE SOME WINS!

- Bookmobile
- Microfilm
- Global Tales
- 470 Programs
- 5223 Program Participants

### Circulation



**2366**

Items checked out  
in December

**708**

eBooks checked out  
in December

**195**

public computer  
sessions in December

**5 & 3**

Kanopy & Mango  
in December

**238 & 647**

Holds Filled/Received  
in December

**747**

Visits to website  
in December

**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

**Appendix B:**

**HORNELL PUBLIC LIBRARY FINANCIAL REPORT**  
**January 20, 2026**

**REVENUE**

City Balances

Checking	\$ 3,609.79
Savings	\$330,787.01
Capital	\$ 35,473.33

Library Checking Accounts

Board Checking Account	\$ 38,246.22
Conderman Account	\$ 49,892.05

Maple City Bank Account

Savings	\$ 63,472.98
---------	--------------

Quarterly Trust/Special Funds

Conderman Trust	\$ 264,703.90
	(Annual interest income: (\$11,616.58)
Board Trust Fund	\$ 395,051.15
	(Annual interest income: (\$14,099)
Saxon Endowment	\$ 18,404.12
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, legal	
services	\$ 5,737.31

Bills Applied to Conderman Checking Account

\$ 0.00

**Total Both Checking Accounts \$ 5,737.31**

Total Operating Expenses:	Jan 2026	\$55,913.93
	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

## Appendix C:

	2024-2025	2025-2026	2026-2027
<b>REVENUES</b>			
From FUND Account	\$ 56,957.00	\$ 65,000.00	\$ 75,000.00
STLS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
LIBRARY CHARGES	\$ 3,500.00	\$ 6,000.00	\$ 6,000.00
INTEREST	\$ 4,000.00	\$ 10,000.00	\$ 20,000.00
STATE LLSA		\$3,070.00	\$ 3,070.00
STEUBEN COUNTY AID	\$ 10,000.00	\$ 58,140.00	\$ 8,140.00
LIBRARY TAX LEVY	\$ 370,955.00	\$ 407,382.00	\$ 454,734.00
<b>TOTAL CASH BALANCE AND REVENUE</b>	<b>\$ 446,412.00</b>	<b>\$ 500,592.00</b>	<b>\$ 567,944.00</b>
<b>DISBURSEMENTS</b>			
PERSONNEL COST	\$ 269,572.00	\$ 316,844.00	\$ 342,000.00
BUILDING MAINTENANCE AND SUPPLIES	\$ 3,500.00	\$ 3,500.00	\$ 6,500.00
BOOKS	\$ 15,000.00	\$ 16,500.00	\$ 16,500.00
AUDIO VISUAL	\$ 1,100.00	\$ 500.00	\$ 500.00
ELECTRONICS	\$ 22,000.00	\$ 2,000.00	\$ 2,000.00
PERIODICALS	\$ 2,000.00	\$ -	
LIBRARY SUPPLIES	\$ 4,000.00	\$ 4,000.00	
- OFFICE SUPPLIES			\$ 4,000.00
- CATALOGING/CIRCULATION SUPPLIES			\$ 2,500.00
- HISTORY ROOM			\$ 3,000.00
LIBRARY OF THINGS			\$ 1,000.00
POSTAGE	\$ 500.00	\$ 200.00	\$ 500.00
TRAVEL/CONFERENCES	\$ 2,000.00	\$ 2,000.00	
- NYLA MEMBERSHIP			\$ 275.00
- ALA MEMBERSHIP			\$ 275.00
- TRAVEL			\$ 1,450.00
UTILITIES	\$ 10,000.00	\$ 8,500.00	\$ 10,000.00
TELEPHONE	\$ 3,500.00	\$ 4,010.00	
- VOIP			\$ 780.00
- HOTSPOT			\$ 2,750.00
- ELEVATOR LINE			\$ 500.00
PROGRAMS AND SPEAKERS	\$ 3,000.00	\$ 3,500.00	
- SUMMER READING PROGRAM			\$ 3,500.00
- OTHER PROGRAMMING			\$ 4,500.00
ELEVATOR MAINTENANCE	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00
PAYROLL PROCESSING	\$ 4,000.00	\$ 4,000.00	\$ -
LIABILITY INSURANCE	\$ 8,000.00	\$ 10,000.00	\$ 11,000.00
MARKETING	\$ 1,000.00	\$ 400.00	\$ 1,000.00
BOOKMOBILE			\$ 2,000.00
CONTRACTED SERVICES		\$ 37,099.00	
- ED			\$ 12,000.00
- CPE			\$ 1,400.00
- TOSHIBA			\$ 5,500.00
- MISC			\$ 500.00
- UNIFIRST			\$ 1,600.00
- STLS COST SHARE	\$ 17,000.00		
- ILS COST SHARE			\$ 14,232.00
- DIGITAL LIBRARY CONTRIBUTION			\$ 4,567.00
- INTERNET			\$ 1,500.00
- ACCOUNTING SERVICES			\$ 10,000.00
- INDEPENDENT AUDIT			\$ -
<b>SUB-TOTAL OF DISBURSEMENTS</b>	<b>\$ 369,272.00</b>	<b>\$ 416,153.00</b>	<b>\$ 472,329.00</b>
<b>EMPLOYEE BENEFITS</b>			
RETIREMENT	\$ 17,040.00	\$ 20,000.00	\$ 30,000.00
FICA/FIMC	\$ 20,650.00	\$ 24,239.00	\$ 26,775.00
WORKERS COMPENSATION	\$ 800.00	\$ 1,000.00	\$ 1,250.00
DISABILITY INSURANCE	\$ 450.00	\$ 1,000.00	\$ 4,000.00
HOSPITAL/DENTAL/VISION INSURANCE	\$ 38,200.00	\$ 38,200.00	\$ 21,250.00
EAP Services			\$ 5,000.00
Health Savings Account (H.S.A.)			\$ 5,000.00
Paid Family Leave			\$ 1,500.00
Unemployment Insurance			\$800
<b>EMPLOYEE BENEFITS SUB-TOTAL DISBURSEMENTS</b>	<b>\$ 77,140.00</b>	<b>\$ 84,439.00</b>	<b>\$ 95,615.00</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 446,412.00</b>	<b>\$ 500,592.00</b>	<b>\$ 567,944.00</b>