

Library Meeting Minutes  
Tuesday, 4/21/2026

**Attended at Hornell Public Library:**

Submitted by G. Kelleher

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

**Excused:**

Mike McCumiskey – BOT Vice President  
Alex Hoffman  
Holly Hogan

**Regular meeting called to order at 6:18pm**

Secretary's Minutes:

1. *Motion made to approve March 17th's minutes by Garrett, seconded by Gary.*  
Approved unanimously.

Director's Report:

1. For the full Director's Report, see Appendix A.
2. *Motion made by Gary, seconded by Garrett, to approve the 2025 Annual Report.*  
Approved unanimously.
3. Denise shared that the Investment Policy has not been completed yet, so this was tabled until a future meeting.
4. Denise provided a decoupling update, namely that trash collection and the higher than anticipated cost of unemployment insurance were the biggest surprises / issues thus far. As for the unemployment insurance, that will eventually go down with "experience".
5. Denise shared that the Library was awarded a \$750 grant towards ILA.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe reported that his reports will look different now that the decoupling process is complete.
3. \$40,495 is being held by the City Savings Account to pay bills during this intermediate process. Of that, approximately \$7,000 will be returned to the Library following the City's May meeting.
4. Joe updated the Board on all accounts, explaining the new system following the decoupling from the City (i.e. Money Market Account). Debits are up on account of the decoupling, as well as the April 2026 Operating Expenses, but that's on account of there being three payrolls in April. In spite of that, it's not too high for this time of year, and everything will reconcile in the month to come...

5. *Motion made by Gary, seconded by Garrett, to pay the Library's bills for the month.*  
Approved unanimously.
6. Finally, Joe shared that we have enough funds to get us comfortably through the end of October when the next tax levy monies come in.

Personnel Committee Report:

1. There will be a celebration for Jasmine on May 8<sup>th</sup> from Noon to 1:00pm. Any Board members that can attend are welcome and would add to the event!
2. Denise said she could use assistance, if anyone is available, for Hornell School Tours on May 11, 12<sup>th</sup> and 13<sup>th</sup>.

Building Committee Report:

1. Denise reminded the Board that we have our annual Spring Outdoors Clean-Up, in conjunction with the Hornell High School National Honor Society and other students in need of volunteer hours, on Saturday, May 2<sup>nd</sup> at 10:00am. Gravel (for the old shed) and mulch will be needed in advance of that event.
2. The following issues still need to be resolved:
  - a. The old shed is now leaking, similarly to the newer shed.
  - b. A lock on the Staff Door needs to be installed.
  - c. Radiator cover in the Carnegie Room still needs to be repaired.

Friends of the Library Report:

1. For Nancy's full Friends Report, see Appendix C.
2. Nancy specifically shared that Jax is still holding Trivia nights, which are being attended by only a handful of people.
3. Nancy reinforced that she encouraged the Friends to make a connection with Racalto's, since they are very supportive of local charitable and non-profit causes.
4. Nancy shared the idea of creating a large "thermometer" for the digitalization effort, where fundraising efforts can be visualized. There was a discussion on the need to do a more formal "roll out" for something like that, with Nancy sharing the idea that maybe our 115<sup>th</sup> Anniversary event in August might be the best opportunity.
5. The Friends' May meeting will see the nomination and election of new officers.
6. Back to the thermometer idea, Penny Gray could be invited to "move the needle" as a way to show her donation as a tremendous starting point for the digitalization effort!
7. Gary asked about the M.O.U., and there is apparently still confusion on where that stands. At the May meeting, it is hoped that the M.O.U. is signed and satisfactorily in the possession of both parties!

Outreach Committee Report:

1. Nancy will be going, with Friends, to the V.F.W. event on May 1<sup>st</sup>. A table with information should be set up at as many events as possible to spread what the Library is doing for our community.

Policy Committee Report:

N/A

*Ad-hoc* Archival Report:

1. Progress is slow, but ongoing. An email will be sent out soon by Gary in the next couple days to double-check items that the Committee is looking to “weed” out or donate to other, more appropriate, institutions.

Old Business:

N/A

New Business:

1. Dan shared that Eba is doing a great job with the children’s event, his daughter was in attendance during our meeting.

***The next Board meeting will be on Tuesday, May 19<sup>th</sup> at 5:30pm in the Hand-Saxon Room.***

*Motion made to adjourn at 6:46pm by Garrett, seconded by Gary. Approved unanimously.*

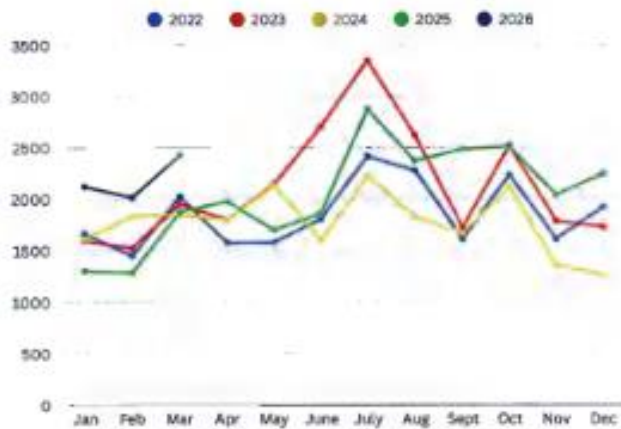
**\*\*\*If you are unable to attend a scheduled Board Meeting, please contact the Board President as soon as possible. Meetings are held the third Tuesday of every month, September through June.\*\*\***

# Hornell Public Library

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



## Patron Visits



## PATRON NUMBERS

For the month of March, we entered **23** new library cards.

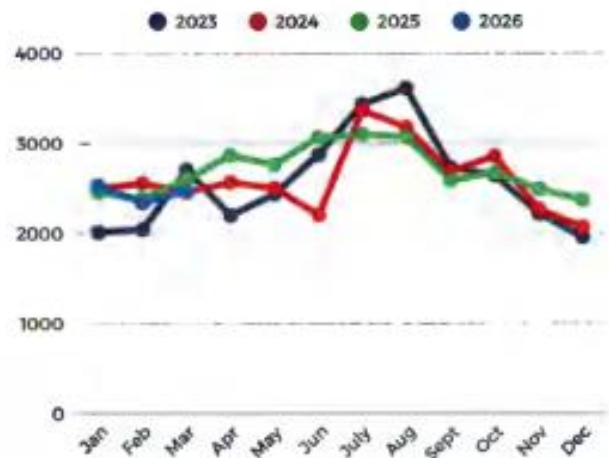
We had **2,430** patrons visit the Library in January.

<b>45</b>	<b>320</b>	<b>2</b>	<b>119</b>
Onsite Programs	Onsite Program Attendees	Outreach Visits	Outreach Attendees

## UPDATES!

- Decoupling Update
- Grants Updates...ILA and Digitization
- Spring CE...June 5<sup>th</sup> 8:30-4:00 Board Member Welcome (Includes Lunch!)
- Annual Report to the State & Community

## Circulation



**2342**

Items checked out in February

**698**

eBooks checked out in February

**209**

Public computer sessions in February

**13 & 4**

Kanopy & Mango in February

**323 & 698**

Holds Filled/Received in February

**2115**

Visits to website in February

**2471**

Items checked out in March

**785**

eBooks checked out in March

**260**

Public computer sessions in March

**10 & 1**

Kanopy & Mango in March

**333 & 628**

Holds Filled/Received in March

**1269**

Visits to website in March

## Staff Trainings/Meetings

- CCOC
- Chamber of Commerce
- HPD
- CPE new cam interface

## Board/Director To-Do List:

- Community Bank Signatures?
- Interested in Birthday Party Planning
- Strategic Plan

## Upcoming Programs!

- Check out upcoming programs in the monthly newsletter!



**Fairy House Fish Bowls  
Adult Crafting  
April 2026**



**Local Author Visit with  
Ben Howard  
March 2026**



**Baby Chickens  
Hatched at the Library  
April 2026**



**"Fakemon"  
Teen Program  
March 2026**



**Global Hub  
April 2026**

**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**  
**April 21, 2026**

**REVENUE**

<u>City Balances</u>	
Savings (Former Tax Levy)	\$ 40,495.00
<u>Library Checking Accounts</u>	
Board Checking (Community Bank)	\$ 5,625.48
Conderman Checking(Community Bank)	\$ 3,000.00
 <u>Maple City Bank Accounts</u>	
Capital (Flex)	\$ 35,511.47
Max Checking	\$ 37,768.35
Money Market(Tax Levy)	\$ 288,872.99
 <u>Quarterly Trust/Special Funds</u>	
Conderman Trust	\$ 257,518.56
	(Annual interest income: (\$11,616.58))
Board Trust Fund	\$ 394,531.09
	(Annual interest income: (\$14,099))
Saxon Endowment	\$ 16,458.53

**DEBITS**

<b><u>Bills Applied Against Board Checking Account</u></b>	
Utilities, Phone, Amazon, Copiers, Computers, Books, Lawyer Fees	\$ 10,235.09

<b><u>Bills Applied to Conderman Checking Account</u></b>	
Northern NY Library Network Subscription	\$ 331.09

**Total Both Checking Accounts \$ 10,566.63**

Total Operating Expenses:	Apr 2026	\$52,066.78(3payrolls)
	Mar 2026	\$48,365.42(\$18,164.92STLSpayment)
	Feb 2026	\$28,220.86
	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:*

## **April 7, 2026 Friends of the Library - Hornell NY**

Present: Timberly Shepard, Jax Holt, Diane Lisi, Sid Parks, Nancy Countryman

March 3rd mtg. Minutes were reviewed and approved.

Brittany was absent due to work - no update on finances. Zoom Subscription approved.

Group inquired if MOU was signed, and I advised presented to Denise, and addressed at the last Board Meeting.

-Jax updated Trivia attendance- had 3 people. Next one scheduled for 5/3/26. I suggested they might want to look at Racalto's side room for availability and participation. This will be explored when term at Community Center ends after May.

-Discussed reaching out to Racalto's for donation for Microfiche. After discussion, agreed the microfiche should have ongoing recognition at ALL events and making a thermometer with \$ received and goal presented at all, since this is an ongoing need.

Agreed a table should be set up at all events, with brochures of Library activities, have the Cards for Sale, with information and ongoing recruitment for inviting new Friends Members and ongoing visibility. Brittany asked Wegmans for \$ 200 donation towards summer events.

-VFW Musical memories event 5/1/26 11:30-2:00 -will participate, set up table with literature, events, bookmarks, etc Will be a nice population to recruit for Friends. Tentatively Sid Parks, Diane Lisi or Nancy to work table with Sid.

-May Friends Meeting will be to nominate new Friends Officers. June meeting Friends will vote on the new officers.

Request Denise reserve spot for book mobile for Wildflower festival - Will have table as prior year, brochures, tour of bookmobile, games & baskets to raffle. Will participate at Thursday in the Park soon.

Discuss Library presence with HPG at July 4th City 250 Year Anniversary- Suggest also celebrate the Library Recognition at that event as well, Suggested book marks that Norm Ellis made, plus sales of the cards and Brochures of activities

No update on Explore Steuben Grant, Brittany will explore accounting software further after tax season ; Eba has prepared revised brochure for distribution. Group looked at entrance of Friends shed - Jax suggested a ramp - to discuss with Denise as difficult to access items because of ground in front of door.