

Library Meeting Minutes
Tuesday, 5/19/2026

Submitted by G. Kelleher

Attended at Hornell Public Library:

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
Tonya Cornish
Dan Hausman
Denise Chilson – Director

Excused:

N/A

Regular meeting called to order at 5:30pm

Secretary's Minutes:

1. *Motion made to approve April 21st'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 patron numbers are still trending upwards, with 2,964 patrons in April.
3. Denise reminded the Board that AED / CPR trainings are upcoming for Library staff.
4. June has lots of neat events, including:
 - a. True Crime Case Files
 - b. Videogame Café
 - c. Alex mentioned that she heard great things about "Junk Journaling", and plans to attend the next one.
 - d. Tai Chi for the aging

5. *Motion to adopt the following resolution by Holly, seconded by Gary:*

BE IT RESOLVED THAT the Library requests NY State retirement to give it its own unique Employer Location Code, which would enable library staff to set up their own contacts in Retirement Online and assign the appropriate security roles so they have the ability to report the data for their employees on a monthly basis separate from the City; AND

BE IT FURTHER RESOLVED THAT this be communicated to NYS retirement and the city no later than May 20.

Approved unanimously, 9-0.

6. Denise asked the Board for permission to make the following schedule changes, all of which were agreed to by the Board:
 - a. The Librayr will be closed for Spring CE on June 5th, 2026.

- b. The Library will close on July 3rd in commemoration of Independence Day, as well as July 4th (although staff will report to the Parade instead of the Library).
 - c. During the summer months, while Thursdays in the Park are ongoing, the Library will close at 5:00pm on Thursdays and staff will report to the Park for outreach. Signage will be placed at the Library indicating the change in location for patrons; reference.
 - d. August 14th is the Library's 115th Anniversary / Birthday Event. A planning meeting will be scheduled soon for those interested in helping out!
7. Denise asked that Board members help disseminate / post Community Focus Group Fliers to encourage community participation in our strategic planning.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe went over his report, updating the Board on changes, citing that all looks good! There is a possible discrepancy in the Money Market account, but it's in our favor, so not a point of urgency and Joe will look into that later...
3. Total checking is \$269,360.83, which is more than enough to get us through until the tax levy comes in.
4. Nothing changed in the Quarterly Funds.
5. Total Operating Expenses for April 2026 was \$38,437.64, Joe indicated that the numbers are meshing as they should.
6. *Motion made by Mike, seconded by Tonya, to pay the Library's bills for the month. Approved unanimously.*
7. *Motion made by Joe, seconded by Nancy, to pay the Library's bills for the summer months when the Board is on recess. Approved unanimously.*

Personnel Committee Report:

N/A

Building Committee Report:

1. Denise shared that a lock is still needed on the Staff Door, and the shed is still leaking. The Building Committee will be having a work "meeting" at noon on Wednesday, May 20th to begin to address these concerns.

Friends of the Library Report:

1. For Nancy's full Friends Report, see Appendix C.
2. Nancy shared that not much has changed from previously discussed Friends activities.
3. Gary stated that he says the M.O.U. with Friends was finalized, which is a relief!
4. Joe asked about the Friends' Account / CD.
5. Discussion held on what Friends might be willing to help with, in particular financially, with the 115th Anniversary Event. Gary indicated he would also attend the June 2nd Friends meeting (Nancy won't be available).

Outreach Committee Report:

1. Nancy shared that the May 1st V.F.W. event was not very effective for Outreach, primarily on account of the format of the event.
2. Gary asked about Homebound Books. Denise is happy with how it's going, with 5 to 6 patrons taking advantage of this service each month.
3. Gary asked about the Summer Reading Program signs. Denise indicated they were ordered and Gary will put those up, as in past years, once they are finished by Logo.

Policy Committee Report:

N/A

Ad-hoc Archival Report:

1. Eba, Holly and Gary were able to finish up sorting the "weeded" materials, and Eba has already started contacting local organizations to see if other historical societies want them. Any unclaimed items will go towards an upcoming book sale. Progress is also being made weekly getting materials / artifacts into archival safe storage.

Old Business:

N/A

New Business:

1. Don Mosher from the City walked through the Library and showed staff basic upkeep information. Denise said he was extremely helpful – thank you!
2. Discussion held on the upcoming meeting with the City regarding pursuing a new lease on the building, at least as a temporary measure.

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

Motion made to adjourn at 6:15pm by Tonya, seconded by Alex. 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:

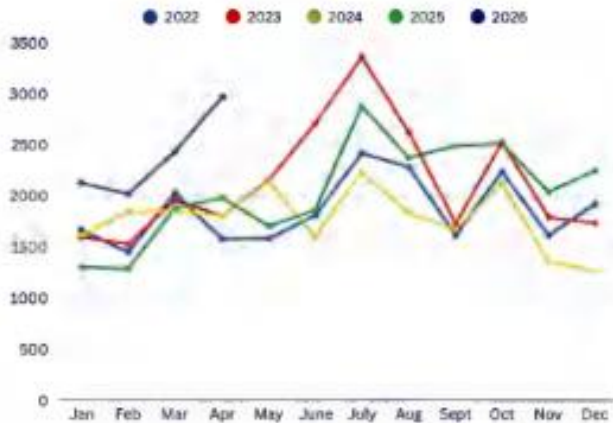
Hornell Public Library

MAY 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 April, we entered **17** new library cards.

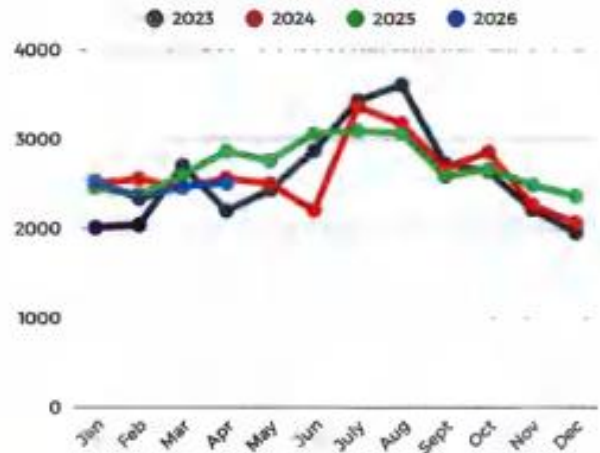
We had **2,964** patrons visit the Library in April.

52	469	6	15
Onsite Programs	Onsite Program Attendees	Outreach Visits	Outreach Attendees

UPDATES!

- Decoupling Update
- Spring CE...June 5th 8:30-4:00 Board Member Welcome (Includes Lunch!)
- Congratulations, Jasmine on MLS!
- School Tours
-

Circulation



2512 Items checked out in April	800 eBooks checked out in April	246 Public computer sessions in April	60 & 1 Kanopy & Mango in April
281 & 650 Holds Filled/Received in April	821 Visits to website in April	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

- Upcoming...AED and CPR TBD

Board/Director To-Do List:

- Community Bank Signatures?
- Interested in Birthday Party Planning
- Strategic Plan
- Closed dates
- Focus Group June 8

Upcoming Programs!

- Check out upcoming programs in the monthly newsletter!



Eba Presenting at the Youth Services Conference, Buffalo, NY April 2026



Teen Program: Escape Room April 2026



Tiny Builders Club April 2026



Stephanie Helping a Young Patron Pet a Baby Chicken April 2026



Dino Selfie School Tours May 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
May 19, 2026

REVENUE

City Balances

Savings (Former Tax Levy) \$ 40,495.00

Library Checking Accounts

Board Checking (Community Bank) \$ 3,000.00

Conderman Checking(Community Bank) \$ 3,000.00

Maple City Bank Accounts

Capital (Flex Savings) \$ 35,514.39

Max Checking \$ 9,876.86

Money Market (Tax Levy) \$ 177,478.58

Total Checking/Savings \$ 269,360.83

Quarterly Trust/Special Funds

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

Total Operating Expenses: May 2026	\$38,437.64
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:

May 5, 2026 Friends of Library Meeting Notes

Present: Timberly Shepard, Jax Holt, Brittany Stevens, Diane Lisi, Sid Parks, Valorie Whitehill, Nancy Countryman

Treasurer Report: Maple City \$ 421.13

ServeU \$ 4179.46, CD \$ 5127.86 (matures 6/9/26)

-Trivia canceled - No Show for Event. Rec'd \$ 5.00 donation from Jax' friend.

-The Friends MOU has been finalized with Denise and Board

Group Discussions as requested from Denises' 5/5/26 memo to the group.

Wegman's requested Gift Card was denied -Val noted that Erickson was personal friend -had direct line for requests and without difficulty and personally went there. New paperwork should be submitted with current requests - and provided with Friends/Library Documents. Brittany provided copy of Tax Exempt Docs and W-9 to present..Val contacted Erickson via phone during meeting -and he arranged for \$ 200 request,

Timberly advised Explore Steuben Grant not awarded. ILA Grant denied - Extensive conversation again about the Cost of equipment and additional adaptations also requested for I Concern for need & justification for area usage. Are there less expensive devises? Are there Apps that will do the same thing? What #'s for projected usage and time periods. Justification helpful. FB Group been reactivated and rebooted by Jax
Jax set up Cash App - he advised sign says accepting

Discussion of Various Festivals. Activities, gift basket with patriot theme, Parade favors, candies., Wildflower will be at Community Bank Parking Lot. Val announced recent basket fundraiser in Hornell gained \$ 7,000 in donations. Jax Father is working on Logo for end of summer Bowling Fundraiser. Val advised Denise will need to ensure insurance for overnight parking of bookmobile at any of the events

Timberly - Zoom Subscription moving along - thought group would be able to have a May 18 Zoom Mtg

Nominations for Friends Board: Timberly declined running for President again. No new members or attendees; nominations are: Jax Holt - President, Timberly Shepard VP, Brittany Steven, Treasurer; Diane Lisi Secretary.