

Library Meeting Minutes
Tuesday, 6/16/2026

Submitted by G. Kelleher

Attended at Hornell Public Library:

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

Excused:

Mike McCumiskey – BOT Vice President
Holly Hogan
Alex Hoffman

Regular meeting called to order at 5:41pm

Secretary's Minutes:

1. *Motion made to approve May 19th's minutes by Garrett, seconded by Tonya. Approved unanimously.*

Director's Report:

1. For the full Director's Report, see Appendix A.
2. Denise shared that Friends has agreed to help us purchase the ILA device, making up the difference after grant money has been awarded. Denise asked permission to go ahead and purchase the device with Library monies, then get reimbursed from Friends afterwards.

Motion made by Gary, seconded by Dan, to purchase the ILA device under the understanding that Friends will reimburse the difference not covered by grant monies in the near future. Approved unanimously.

3. Denise shared that beginning July 1st, 2026, Eba will join the Library's Excellus plan, while Jasmine will opt out and take the "buy-out".
4. An adjustment is needed on the May Minutes Financial Report, as the tax levy was underreported. Denise and / or Joe will send Gary that information soon.
5. Denise shared that she is keeping track of issues with accounting and plans to reach out to other Directors for feedback as well.
6. Denise asked that the Building Committee look into the following issues:
 - a. The base plate on the back door won't stay shut, along with several doors having huge gaps.
 - b. The contents of the Library need to be video recorded for insurance purposes.
 - c. The shed is still damp!
7. *Motion to adopt the following policies by Gary, seconded by Garrett:
Sexual Harassment Prevention Policy and Complaint Form
Whistle Blower and Ethical Behavior Policy*

*Conflict of Interest Policy
Hornell Public Library Disclosure of Interest Form*

Approved unanimously.

8. Denise asked the Board for permission to close on Friday, 8/14 to set-up for the 115th Anniversary Event. Clarification was asked about the fact that staff will still be working that day. The Board approves the request to close on that day.
9. Additionally, Denise said The Main Place is going to quote us for food and supplies, that info will be passed along when it arrives.
10. Discussion and decision on new front banner.
11. Discussion was also held on the desire to get a banner next year to promote the Summer Reading Program in place of the yard signs. Everyone agreed this was a good idea.
7. Denise updated the Board on the Focus Group meeting. Only two showed, but lots was still accomplished with a great list created of community enhancement ideas. Next steps will be shared and discussed in September.
8. A lease agreement was written by the Library's lawyer. Discussion was held on removing the section regarding the City mowing the property, since Library staff already does that, and including a provision about the City collecting the Library's garbage. All agreed these were appropriate and needed amendments.

Motion made by Garrett, seconded by Joe, to approve the Draft Lease, with the abovementioned change in wording, as otherwise written. Approved unanimously.

9. Denise shared that Alex, Holly and Joe's terms all expire as of 12/31/2026. The hope is that all will return for another term. Joe agreed, an email will be sent to Alex and Holly regarding their plans.
10. Denise and other Board members who attended the meeting with City Hall said the meeting went great!
11. Denise shared that she's looking into a Library Merchandise Store created and run by the Allegany Steuben ARC. It would be free of cost, east on our end and a small money maker, but also an outreach tool to get the word out about the Library.

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe shared the following:
 - a. City Balances are still at \$33,000, which will cover retirement fund costs in December.
 - b. Total checking and savings are \$288,965.95, which is a very healthy number.
 - c. The tax levy amount is \$211,914.20, which is more than normal for this time of the year.
 - d. The Money Market Account is doing very well compared to what we would have with a normal savings account.
 - e. There's nothing new to report regarding trusts and Special Funds.
 - f. Total Operating Expenses for May 2026 was \$40,812.36, Joe indicated that the numbers are meshing as they should.

3. *Motion made by Joe, seconded by Dan, to pay the Library's bills for this month, as well as through the next two summer months, until the Board reconvenes in September.*
Approved unanimously.

Personnel Committee Report:

1. Denise shared that she is meeting with the paralegal tomorrow (Wednesday, 6/17) and has a meeting with Civil Service to align job titles more accurately with workload.

Building Committee Report:

1. Garrett said that, per Denise's report, he will look at the back door. The plate on the staff door also needs to be looked at for fear of a snake invasion!

Friends of the Library Report:

1. For Nancy's full Friends Report, see Appendix C.
2. Jax addressed the following not already covered previously in the Director's Report:
 - a. Friends will be attending two Thursday's at the Square events this summer.
 - b. They will be showcasing their D&D events.
 - c. A Bowling Alley fundraiser is in the works, with more details to come!

Outreach Committee Report:

1. Denise share that the Bookmobile will be at the Thursday's at the Square events! The ILA device will hopefully be available for at least some of these events as well. Denise then explained more thoroughly for the Board how the technology works.
2. Denise shared that she's not a published journalist, having written an article for the Hornell Sun!

Policy Committee Report:

See Director's Report...

Ad-hoc Archival Report:

1. Progress is ongoing...

Old Business:

N/A

New Business:

1. Denise shared that there will be a Library Fundraiser Cocktail / Mocktail Hour at Hush on Friday, 9/25/2026 from 3:00pm – 6:00pm. A portion of the money from any Library-themed drink will be donated back to the Hornell Public Library. If anyone has any Library-themed drink ideas / names, send them to Denise!

The next Board meeting will be on Tuesday, September 15th at 5:30pm in the Hand-Saxon Room.

Motion made to adjourn at 6:29pm by Tonya, seconded by Garrett. Approved unanimously.

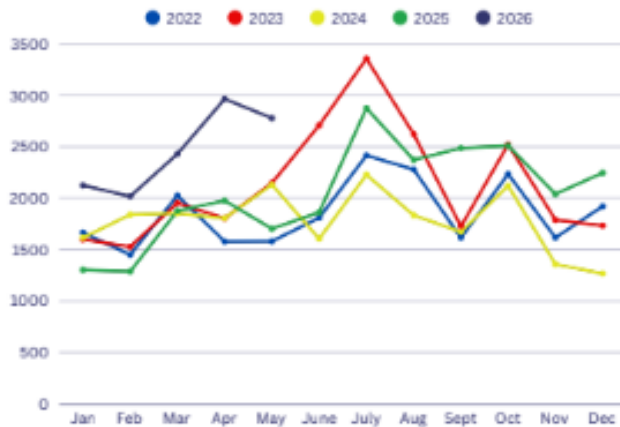
*****If you are unable to attend a scheduled Board Meeting, please contact the Board President as soon as possible. Meetings are held the third Tuesday of every month, September through June.*****

Hornell Public Library

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



Patron Visits



PATRON NUMBERS

For the month of May, we entered **18** new library cards.

We had **2,778** patrons visit the Library in May.

38

Onsite Programs

250

Onsite Program Attendees

3

Outreach Visits

8

Outreach Attendees

UPDATES!

- ILL
- Thursday in the Park
- July 4th Parade
- Summer Ready Program Launch
- Hush 9/25
- Merch Shop
- Racalto's September Round UP

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

Hold Filled/Received in April

821

Visits to website in April

2132

Items checked out in May

873

eBooks checked out in May

180

Public computer sessions in May

4 & 2

Kanopy & Mango in May

251 & 530

Hold Filled/Received in May

787

Visits to website in May

Staff Trainings/Meetings

- Spring CE 2026

Board/Director To-Do List:

- Policies in Board Packet
- Draft Lease
- Board member terms

Upcoming Programs!

- Check out upcoming programs in the monthly newsletter!



**Denise Presenting at
Spring CE, Corning, NY
June 2026**



**Tiny Builders Club
May 2026**



**Jasmine Interviewed by STLS
Executive Director, Brian Hildreth
June 2026**



**Adult Crafting
Beaded Plants
June 2026**



**Crafting with Kids
Pom Pom Caterpillars
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
June 16, 2026

REVENUE

City Balances

Savings (Former Tax Levy) \$ 33,000.00

Library Checking Accounts

Board Checking (Community Bank) \$ 3,000.00

Conderman Checking(Community Bank) \$ 3,000.00

Maple City Bank Accounts

Capital (Flex Savings) \$ 35,517.21

Max Checking (Operating Account) \$ 35,534.54

Money Market (Tax Levy) \$ 211,914.20

Total Checking/Savings \$ 288,965.95

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:	Jun 2026	\$40,812.36
	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:

June 2, 2026 Friends of Library Meeting

Present: Jax Holt, Rebecca Gennes, Diane Lisi, Brittany Stephens, Timberly Shephard, Val Whitehill via zoom. Denise Chilson, Gary Kelleher, Nancy Countryman of Library Board

*Treasurer Report as of 4/3/26 -ServeU Bank \$4,291.81; Maple City Bank \$421.16; Maple City CD \$ 5,198.76

*Week-end donations \$ 205.00.

*Denise joining Kiwanis. Unsure of amount but anticipates donation from them.

*Christine to Pickup cans/bottles from library and take for Library donation- Adding donation process and places to drop off on the library flyer.

*Bookmobile to be in the 4th of July parade - Denise invited all who want to walk and join in parade. Jax to bring candy to toss.

*Thursday at the Park starts July 9. Denise invites anyone who wants to participate to join; Library staff will be at events and library will be closed to accommodate - staff attendance.

*July 30th will be Family Game Night at Park.

*Denise will sponsor free swim from Library for James St Pool Day - July 18 or August 1

*Friends unanimously agreed donate \$ 1750.00 for ILA Device. They will also donate requested \$ 1,000.00 food and beverage costs for Aug 14th Library 115th Building Anniversary celebration.

*Per Timberly's suggestion, it was agreed that a form will be developed and detail Library requests to utilize Friends Funds to cover requested costs/fees,etc.

*Timberly will reach out to Racalito's about usage of their side room for Trivia night for dates/times for consideration. Garrett talked with Racalito's and they agreed to sponsor Library Card Month.

•Nancy suggested posting notification at Library as well as all Library events for invitation for Friends recruitment and signup. Suggest reaching out to area Book Clubs for additional interest and help.

*Discussion for potential future fundraising events: Bulls Eye Ax Throwing, Villa for Trivia Night (Diane to inquire), Denise -Library Bowling Tournament., Hush Event, Art Gallery at Library, Merch T shirts, Sterns Chicken Barbecue. Community Bike Ride, Poster/Bag/bottles.

As previously nominated by Friends Board, voting and confirmation as follows Jax Holt, President; Timberly Shepard, VP; Brittany Stephens, Treasurer; Diane Lisi Secretary was approved.