

Library Meeting Minutes
Tuesday, 9/15/2026

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
Tonya Cornish
Dan Hausman
Denise Chilson – Director
Kathy Green – Guest

Excused:

Nancy Countryman

We started the meeting with a surprise congratulations and celebration for Denise, as it was her 5-year anniversary as Director of the Hornell Public Library!

Regular meeting called to order at 5:39pm

Secretary's Minutes:

1. *Motion made to approve June 16th's minutes by Garrett, seconded by Joe. Approved unanimously.*

Motion made by Garrett at 5:40pm, seconded by Gary, to enter into Executive Session. Approved unanimously.

Motion made by Gary at 5:50pm, seconded by Garrett, to exit Executive Session and return to Regular Session. Approved unanimously.

Director's Report:

1. For the full Director's Report, see Appendix A.
2. *Motion made by Joe, seconded by Holly, to increase Eba's salary to \$28.⁰⁰. Approved unanimously.*
3. Denise shared a number of updates from the summer, including the fact that we had great summer programs, which tended to level-out. In other words, there was parity between programs with about 70 attendees per event. Many of these programs, rightfully so, were literacy-focused!
4. Circulation has leveled, with more eBooks and audio books being loaned out.
5. STLS joined other Library systems through Libby, so access to more titles has expanded!
6. We had a great 115th Anniversary Event. Dan asked if a copy of Denise's speech was preserved in the Thatcher Room. Great idea – Denise will provide this!
7. This month's Racalto's Round-Up will benefit the Hornell Public Library. Please consider supporting Racalto's and, thus, the Library!

Financial Officer's / Financial Committee's Report:

1. For the full Financial Report, see Appendix B.
2. Joe shared the following:
 - a. A reminder that \$33,000 is still being held in the City Account for N.Y.S. Retirement payments, which will be paid in December. Surplus funds should either be returned after December or kept by the City so the Library has to pay less to the N.Y.S. Retirement System next year.
 - b. Checking accounts through Community Bank are still open.
 - c. Maple City accounts are healthy.
 - d. An explanation why September 2026's operating expenses are higher than normal. This should be a one-time issue...
 - 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 Gary, seconded by Mike, to pay the Library's bills for the month.* Approved unanimously.

Personnel Committee Report:

1. Denise discussed the new performance evaluation forms for the positions of Library Aide and Program Assistant. These are easier to use and more practical. She asked that the Board approve these for immediate use.

Motion made by Garrett, seconded by Holly, to adopt the new Library Aide and Program Assistant Evaluation Forms. Approved unanimously.

Building Committee Report:

1. The following issues are still impacting the Library and need to be addressed:
 - a. Windows need cleaning, so we need to find someone who is able to effectively do the job.
 - b. The women's toilets are still not filling properly.
 - c. The shed is still "leaking up".
 - d. The roof! We're waiting on the subcontractors to come out and inspect it.
 - e. Doors need to be winterized, this is a huge waste of energy (and money)! Anderson's in Rochester was mentioned as an option, the Board asked if there were others in Corning or Elmira???
2. The relationship as a Municipal Public Library was again discussed.

Friends of the Library Report:

1. No report, see provided updates.

Outreach Committee Report:

1. After a brief discussion of the use of the Bookmobile in Greenwood, the following was proposed:

Motion by Holly, seconded by Tonya, to adopt the M.O.U. between the Hornell Public Library and the Greenwood Reading Center. Approved unanimously.

2. Because Norm Ellis has agreed to volunteer to drive the Bookmobile to Greenwood, Norm will need to be added to the Insurance.

3. We need to campaign more effectively to promote next year's budget increase, which at this time is going to be around 27%.

Policy Committee Report:

N/A

Ad-hoc Archival Report:

1. Progress is ongoing...

Old Business:

N/A

New Business:

1. *Motion made by Tonya, seconded by Dan, to approve the Paid Family Leave Policy.* Approved unanimously.

2. Denise share that we need to adopt the Standard Work Day proposal she shared.
Motion made by Mike, seconded by Gary, to adopt the following resolution:

BE IT RESOLVED, that the Hornell Public Library, Location Code 26019, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees ' Retirement System based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of the body:

<i>Title</i>	<i>Standard Work Day</i>
<i>Director</i>	<i>8 hours/day</i>
<i>Assistant Director</i>	<i>8 hours/day</i>
<i>FT Librarian I</i>	<i>8 hours/day</i>
<i>FT Library Programming Assistant</i>	<i>8 hours/day</i>
<i>PT Library Programming Assistant</i>	<i>8 hours/day</i>
<i>PT Library Aide</i>	<i>8 hours/day</i>
<i>PT Cleaner</i>	<i>8 hours/day</i>

Approved unanimously.

3. The Board needs to work on a Disaster Plan, or empower Denise and Eba to create one, by 12/31/26. Denise shared that there is an STLS training on 9/22 on this, so the Board is comfortable with the Library Staff creating this plan.
4. Denise share the new STLS Borrower Application. She noted that it is easier to use.
Motion made by Tonya, seconded by Holly, to adopt the Southern Tier Library System Borrower Application. Approved unanimously.
5. Denise shared that the Library owes the Hornell City School District \$2,692.⁶⁷. Joe shared that he was advised by the Financial Officer, Pat Flaitz, that the Library can pay this after the tax levy check is received in a couple months.
6. Alex, Holly and Dan are all up for term renewal. Holly shared that she will be finishing her term, then being replaced by Kathy Green. Denise stated that she would love both Alex and Dan to continue as Board members!
7. The Library Merchandise Store, through The Steuben-Allegany ARC, is open for business!

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

Motion made to adjourn at 6:56pm by Holly, 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.*****

Appendix A:

Hornell Public Library

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



Patron Visits



LET'S CELEBRATE SOME WINS!

2026 Summer Reading Statistics

Age Group	Number Registered	Amount of Reading
0-5 Years	63	12,549 Minutes
6-11 Years	74	43,908 Minutes
12-17 Years	20	26,286 Minutes
18+ Years	31	292 Books

39 Summer Programs Brought in 1,144 Participants!

PATRON NUMBERS

June: 29 new library cards

July: 23 new library cards

August: 36 new library cards

We had **2,280** patrons visit the Library in June, **2,779** visit in July, and **2,489** in August!

June: 37 Onsite Programs, 225 Onsite Program Attendees, 8 Outreach Visits, 196 Outreach Attendees

July: 39 Onsite Programs, 376 Onsite Program Attendees, 11 Outreach Visits, 516 Outreach Attendees

August: 28 Onsite Programs, 388 Onsite Program Attendees, 13 Outreach Visits, 270 Outreach Attendees

Circulation



2474

Items checked out in June

797

eBooks checked out in June

3 & 0

Kanopy & Mango June

281/492

Holds Filled/Rec'd in June

892

Visits to website in June

182

Public computer sessions in June

2945

Items checked out in July

786

eBooks checked out in July

7 & 3

Kanopy & Mango July

324/684

Holds Filled/Rec'd in July

1606

Visits to website in July

155

Public computer sessions in July

2616

Items checked out in August

693

eBooks checked out in August

11 & 5

Kanopy & Mango

294/536

Holds Filled/Rec'd in August

11,131

Headless Chrome Visits= 9681
Visits to website in August

165

Public computer sessions in August

Staff Trainings/Meetings

- August 7th- NorthStar: Communication and Working with Boards
- September 9th- Training on Retirement
- September 11th- NorthStar: Collection Management Training

Upcoming:

- September 25th- CPR Training for All Staff

Board/Director To-Do List:

- Don't forget to approve an 8 hour day the retirement system!

Upcoming Programs!

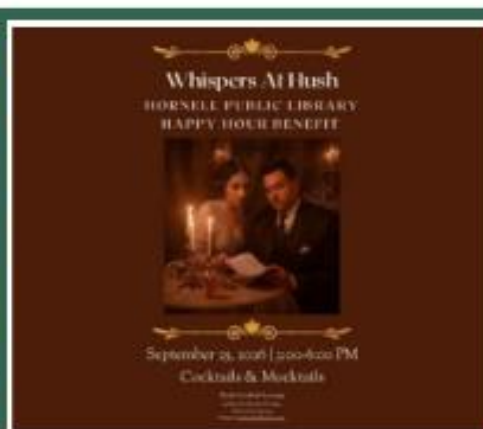
- Check out upcoming programs in the monthly newsletter!



**Lego Club
September 2026**



**Jurassic Journeys
August 2026**



**115th Birthday Party
August 2026**



**Guiding Eyes Story-Time
July 2026**



**Benjamin Berry
Circus for All
July 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

September 15, 2026

REVENUE

City Balances

Savings (Former Tax Levy) \$ 33,000.00

Library Checking Accounts

Board Checking (Community Bank) \$ 2,781.00

Conderman Checking(Community Bank) \$ 5,444.06

Maple City Bank Accounts

Capital (Flex Savings) \$ 34,440.43

Max Checking (Operating Expenses) \$ 74,874.79

Money Market (Tax Levy) \$ 120,424.50

Total Checking/Savings \$ 237,964.78

Quarterly Trust/Special Funds

Conderman Trust \$ 273,861.42

(Annual interest income: (\$11,616.58)

Board Trust Fund \$ 396,972.00

(Annual interest income: (\$14,099)

Saxon Endowment \$ 18,981.49

Total Operating Expenses: Sep 2026	\$36,187.78
Aug 2026	\$37,380.37
July 2026	\$33,678.25
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