

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
PRESENTED JANUARY 18, 2024 4:30-5:30 p.m.
LOCATION: SOUTHEAST STEUBEN COUNTY LIBRARY
CONFERENCE ROOM

4:30 pm Call to Order

1. Public Comment
2. Oath of Office (Lori)
3. Conflict of Interest (Lori)
4. Consent Agenda - (Barb) -
Vote
 Dec. minutes
 Dec. budgets
6. Director's report - (Pauline)
7. Finance (Jeff)
 - a. 2024 budget amendment (Barb)- Vote
8. Public Communication Policy- (Barb) -Vote

Committee Updates

Facilities Committee (Barry/Pauline)
PR/Advocacy Committee (Barb)
Fund Development Committee (Louise)
Nominating Committee (Barb)
Policy Committee (Barb)
Scholarship Committee (Julie)
Friends (Julie/Pauline)
Strategic Planning (Lyndsie)

Adjourn

NEXT BOARD MEETING:

- **February 15, 2024 4:30-5:30**

**SOUTHEAST STEUBEN COUNTY LIBRARY
CONFLICT OF INTEREST
ANNUAL STATEMENT**

This disclosure is provided in order to assist the officers and Board of Trustees (the “Board”) of the Southeast Steuben County Library (the “Library”) in developing and adhering to a policy that seeks to identify any conflicts of interest by directors, officers, and members of Board-delegated committees.

1. Familiarity with Conflict of Interest Policy

I hereby affirm that I have received a copy of the Library’s Conflict of Interest Policy (the “Policy”), have read and understand the Policy, agree to comply with the Policy, and understand that the policy applies to all directors, officers, and members of committees having Board-delegated powers. I further understand that the Library is a not-for-profit corporation that must engage primarily in activities that accomplish one or more tax-exempt purposes in order to maintain its tax-exempt status.

YES ___ NO ___

2. Possible Conflicts of Interest

I hereby affirm that I have listed below any affiliations, interests, or transactions involving myself (or my spouse, parents, children, brothers, sisters and spouses of these individuals or any organization in which I or a member of my family is a director, officer, member, partner or owns more than 10% of any class of securities (an “Associate”)), which, when considered in conjunction with my position with or relation to the Library, may reflect an actual or possible Conflict of Interest (as defined in the Policy). I hereby agree to report to the Board any further such situation that may develop before completion of my next disclosure form.

YES ___ NO ___

- a. During the last twelve months, have you or your Associates held the position of employee, director, trustee, member, officer, partner, owner, advisor, consultant or similar position with any organization or individual which transacts or is likely to transact business with the Library? If yes, please list below.

YES ___ NO ___

- b. During the last twelve months, have you or your Associates engaged in any activities that may involve multiple, potentially overlapping interests due to your service in a public office, either elected or appointed, or on other boards or committees, or as a consultant to others, where such activities involve matters regarding the Library? If yes, please list below.

YES ___ NO ___

- c. During the last twelve months, have you or your Associates accepted gifts, money, or valuable items of any kind from any organization or individual which transacts or is likely to transact business with the Library? If yes, please list below.

YES ___ NO ___

-
-
- d. After considering your personal situation, have you or your Associates, during the last twelve months, engaged in any other activities where your duties to the Library might be compromised by a competing interest that could possibly be regarded as constituting a Conflict of Interest? If yes, please list below.

YES ___ NO ___

3. Independent Director Status

I hereby affirm that I have listed below any affiliations, interests, or transactions involving myself or my Associates, which, when considered in conjunction with my position with or relation to the Library, may affect my status as an independent Trustee. I hereby agree to report to the Board any further such situation that may develop before completion of my next disclosure form.

YES ___ NO ___

- a. During the last three years, have you or your Associates been an employee of the Library? If yes, please list below.

YES ___ NO ___

-
-
- b. During the last three years, have you or your Associates received more than \$10,000 in direct compensation from the Library? If yes, please list below. Do not list instances of reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee.

YES ___ NO ___

-
-
- c. Are you or your Associates a current employee of or have a substantial financial interest in any entity that has made payments to, or received payments from, the Library for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2% of the Library's consolidated gross revenues? If yes, please list below. Do not include charitable contributions.

YES ___ NO ___

I certify that the foregoing information is true and complete to the best of my knowledge.

Signature

Date

Printed Name

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
December 21, 2023**

Trustees Attending:

President: Barbara A. McLean
Treasurer: Jeffrey Scott
Gail Bardhan
Lyndsie M. Guy
Nogaye Ka-Tandia
Kathryn C. Mack
Kate Paterson
Louise Richardson
Svetlana Short

Absent:

Vice President: Julie E. Fromer
Secretary: Jamie Curtis
Barry W. Nicholson

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director*
Lori Reenan, Business Manager

Call to Order:

President Barbara A. McLean called the meeting to order at 4:33 p.m.

Public Comment:

There was no public comment.

Slate of Officers:

On behalf of the Policy and Personnel Committee, Barbara McLean proposed the following slate of officers for 2024:

President – Barbara McLean
Vice President – Lyndsie Guy
Secretary – Jamie Curtis
Treasurer – Jeffrey Scott

On the call for nominations from the floor, there were none.
Trustees voted to approve the slate unanimously.

*Observed the meeting via Zoom.

Consent Agenda:**Minutes of the November 16, 2023 Regular Meeting
November 2023 Financial Reports**

On a motion by Nogaye Ka-Tandia, seconded by Svetlana Short, trustees voted unanimously to accept all items on the Consent Agenda.

Director's Report:

Library Director Pauline Emery called attention to library usage records for November 2023 and for the year-to-date. Usage was up year-to-date in all categories except for database use. Nearly 11,900 library visits were recorded in November. Combined physical and digital circulation was 16,444 for the month. "Everything is up and it's great to see. These are good trends that will continue."

Hooked on Books Book Club, a program for independent readers in elementary school will be held Wednesday afternoons in January and February. Crafty Corner, another in the lineup of children's programs, will be held Tuesday afternoons. Other program highlights include an author talk with Barbara Hall Blumer about her book, *People Wall '76; The Mural in City Hall*. Digital artist Jess Humphrey's images are on display in the library lobby. Veterans Crisis Line volunteers were on hand recently to raise awareness about their services. "Veteran's resources are listed on our website," Pauline Emery noted. A Children's Christmas Party December 16 drew about 80 attendees, and the Friends of the Library's "Holiday Shoppe" will be hosted in the Reading Room through December.

Public elevator upgrades have been scheduled for next week.

Finance:

(See Financial Reports for November 2023.)

The Finance Committee met on December 14.

Treasurer Jeffrey Scott said income for November was \$8,485 better than budget, mostly due to donations via FLX Gives. Expenses were \$1,755 over budget. "Hoopla subscription costs rose." The Finance Committee approved the 2024 library budget and recommends full library board approval. Already approved by voters, the tax levy of \$911,119 will fund 63 percent of library operations in 2024.

Bequest Resolution:

Jeffrey Scott said the following resolution was recommended by the Finance Committee. "It transfers interest funds that came in a separate check from the Caroline Desara bequest." Trustees voted unanimously to approve the following:

RESOLVED, that the Southeast Steuben County Library transfer \$250.40 bequest funds interest temporarily held in the Capital Reserve Account at Community Bank, Corning NY to the library's endowment held by Schwab Investments and managed by Fischer Investments in Rochester, N.Y.

Tax Resolution:

Barbara McLean turned attention to the upcoming library levy vote scheduled for May 21, 2024. She thanked Trustees for attending a Zoom workshop on December 14 with Southern Tier Library System Director Brian Hildreth. A recording is available. She said the library was considering presenting a "somewhat substantial increase" that will affect the 2025 budget.

The library sees a budget gap ahead, not just because of the loss of a tenant, but due to outstanding building maintenance issues. "We have a healthy endowment, but in order to protect it, we just can't keep going back to that trough, because it will run dry," Barbara McLean said, adding, "What we are proposing is that we go to the public."

The option of issuing a bond rather than proposing a levy increase was explored and found to be more complex and more costly to taxpayers. If approved by voters, the proposed levy request of \$1,479,119 would help fill the funding gap going forward, without draining the endowment. In October, trustees approved overriding the New York State Tax Cap without proposing a new levy amount. Similar resolutions were approved in previous years to satisfy a timing requirement in case an override was actually needed.

In response to a question from Kate Paterson, trustees were assured there was no penalty or withheld benefit under current law for proposing a levy increase above the cap.

Barbara McLean predicted, "This will be a large undertaking and trustees must be prepared to work hard to get this done."

Trustees discussed various implications of the levy proposal. When discussion ebbed, Svetlana Short made a motion to approve a resolution needed to place the levy request on the May 21, 2024 ballot. Kathryn C. Mack seconded.

WHEREAS, the Board wishes to raise funds pursuant to New York State Education Law Section 259(1); and

WHEREAS, the Board would like the following resolution to be placed upon the ballot at a special election of the Corning-Painted Post Area School District:

"Shall the sum of \$1,479,119 (One Million, Four Hundred and Seventy-Nine Thousand, One Hundred and Nineteen Dollars) be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library."

NOW, THEREFORE, BE IT RESOLVED, that the Board requests that the Corning-Painted Post Area School District place the following resolution before the voters of the District at a special election on May 21, 2024:

"Shall the sum of \$1,479,119 (One Million, Four Hundred and Seventy-Nine Thousand, One Hundred and Nineteen Dollars) be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library."

RESOLVED, FURTHER, that the Board authorizes and directs the Director of the Southeast Steuben County Library to complete the aforementioned resolution by providing a special election date at the time of submission to the District administration.

After further discussion, trustees present voted as follows:

Barbara A. McLean - Yes
 Jeffrey Scott - Yes
 Gail Bardhan - Yes
 Lyndsie M. Guy - Yes
 Nogaye Ka-Tandia - Yes

Kathryn C. Mack - Yes
Kate Paterson - Yes
Louise Richardson - Yes
Svetlana Short - Yes

The resolution was approved 9 – 0, with three trustee absent.

2024 Budget Vote:

(See adopted 2024 Operational Budget and 2024 Building Budget)

Barbara McLean went over the proposed 2024 Operating Budget. An additional \$15,000 was earmarked in 2024 for Maintenance and Building Repair bringing anticipated costs to \$25,000, with higher HVAC maintenance costs driving the budget line increase. There were also increased budget allocations for Hoopla, a streaming service that has seen increased use, and for other digital content.

Trustees discussed various new costs including Wi-Fi hotspots that were previously grant-funded, and EIDL loan repayment. Turning to the Building Budget, expenses were sure to outpace income by more than \$33,000 due to the loss of a tenant. These costs will be covered in 2024 with reserves and endowment earnings, but that practice cannot be sustained.

After additional discussion, and with no changes proposed, Barbara McLean called for an approval vote on the proposed 2024 budgets.

Trustees present voted unanimously to adopt the 2024 Operational Budget and 2024 Building Budget.

Policies and Revisions:

On behalf of the Policy and Personnel Committee, Barbara McLean called for consideration of two new policies and three revisions to existing policies, all recommended by the Committee, as follows:

- a. Video Surveillance Policy
- b. Public Comment Policy
- c. Collection Development Policy Revision
- d. Challenged Material Policy Revision
- e. Social Media Policy Revision

Opening discussion, Barbara McLean explained that the proposed Video Surveillance Policy was crafted in response to a recent so-called "1st Amendment Audit" visit. Pauline Emery explained the proposed policy protects the library and library users from outside individuals asking for surveillance footage.

After brief discussion, trustees approved the following policy unanimously:

SOUTHEAST STEUBEN COUNTY LIBRARY VIDEO SURVEILLANCE POLICY

SSCL strives to maintain a safe and secure environment for its patrons and staff. Therefore, the Library installed video surveillance cameras throughout the building and property, as is legally permitted, to provide an additional level of security for its patrons and staff and to protect Library property. Since the Library also provides space to commercial tenants, this policy will apply to cameras installed in those areas for added security.

Patron and Employee Privacy

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be placed in prohibited areas, such as restrooms. Furthermore, the intent of the Cameras is to provide security, not to view confidential patron record information.

Signage

Signage will be posted at library entrances stating: "This area is under video surveillance."

Use and Disclosure of Video Records

Video recordings are considered library records and shall only be disclosed as allowed by law and in accordance with this policy. Only the Director or an employee designated by the Director will be authorized to review or disclose Video Records or to operate the Video Surveillance equipment. Video records shall be considered confidential and may only be disclosed as the Director deems necessary for the proper operation of the Library, including, but not limited to the protection of the health and safety of the public, patrons, or staff.

Video Record Retention

The Library will retain video records for a time period deemed reasonable by the Director.

Adopted by the Southeast Steuben County Library
Board of Trustees on December 21, 2023

Introducing the proposed Public Comment Policy, Barbara McLean noted that two libraries in the Southern Tier Library System had been subject to book challenges within the past month. "This updates our policies in case we do get a challenge."

Trustees discussed a public hearing December 11 at the Palmer Opera House in Cuba, NY during which challenges to books in Cuba Circulating Library's collection were aired. Pauline Emery, Barbara McLean and Louise Richardson were among the many attendees. They reported that Cuba Library's public comment policy, on which the proposed policy was based, had been helpful at that meeting.

Trustees voted unanimously to adopt the following policy:

SOUTHEAST STEUBEN COUNTY LIBRARY PUBLIC COMMENT POLICY

The Southeast Steuben County Library Board of Trustees incorporates an opportunity for Public Comment during its regular board meetings in accordance with New York State's Open Meetings Law. Residents of the Library's service area may use this time during meetings to verbally address the board. The Library Board reserves the right to determine the manner in how public comments are received to maintain a fair, respectful, and well-managed meeting. The following Rules and Procedures apply to the Library's Public Comment section of the meeting Agenda:

Rules and Procedures for Public Comment

- Participants must sign in and identify community of residence
- Participants must be a resident of the SSCL service area

- Residents will be recognized in order of sign-in
- Residents will be allotted a maximum of 3-minutes to speak
- A resident can only speak once, and only use their 3-minutes to speak
- Residents must limit their comments to library-related matters
- A designated library trustee will preside over the meeting
- A designated trustee will introduce each resident and keep track of the time.
- The Library Board may limit the total amount of time allowed for Public Comment
- The Library Board may only listen to residents during Public Comment
- The Library Board may not address an issue, or answer questions during Public Comment
- The Library Board may not vote upon any issue raised during Public Comment unless specified on the agenda.

Adopted by the Southeast Steuben County Library
Board of Trustees on December 21, 2023

After brief discussion, trustees unanimously approved the following revised Gifts Policy, pertaining to gifts of materials to the library. [Preexisting language italicized]:

All materials presented to the Library as gifts are subject to the same scrutiny and review as those purchased. The Library reserves the right not to add gift materials to the collection. Gifts or donations not added to the collection may be donated to the Friends of the Library for resale.

The Library accepts gift materials with the explicit understanding that those which are useful to the Library's collection will be retained, and other materials may be disposed of in accordance with the Library's policy. Suggestions of specific titles or subjects are welcome when memorial donations or "honor" donations are given, but the final decision rests with the Library.

*Revised by the Southeast Steuben County Library
Board of Trustees on May 19, 2016*
Revised by the Southeast Steuben County Library
Board of Trustees on December 21, 2023

Trustees discussed an addition to the existing Challenge to Library Materials Policy, adopted February 17, 2022. The revision will add a limit on the number and frequency of reviews.

Trustees added the following limit to the Challenge to Library Materials Policy by unanimous vote:

The Library Board places a limit on Challenges to Library Materials. The Library will only process a complaint form once every 36 months (3 years) for a specific Title or Author considering all material formats (Format examples: book, eBook, audiobook, large print book, movie, or musical tracks). The Library Board Decision is final.

Added by the Southeast Steuben County Library
Board of Trustees on December 21, 2023

Trustees considered removing a flow chart entitled "Social Media Response Decision Tree," from the existing Social Media Policy, adopted on September 22, 2022. The chart, originally appended to the policy, was removed by unanimous vote of the Library Board of Trustees.

Committee Updates:

- **Facilities** –On behalf of Committee Chair Barry W. Nicholson, Pauline Emery said the library's public elevator would be updated with a new motherboard soon. Committee members met with Hunt E|A|S and were briefed about progress on its Young-Adult space conceptual design. The addition of a Young-Adult space on the second floor may get underway in 2025. The project may be eligible for grant funding.
- **PR/Advocacy** –Barbara McLean said there would be much work for the committee and for all trustees as the May 21st levy vote approaches. The Committee was working on a Request for Proposals for library website redesign.
- **Fund Development** – Chair Louise Richardson said the library fared "pretty well" on FLX gives, with more than \$9,000 in donations, thanks to a large match from the Friends of the Library and a large gift from an individual donor. Assistant Director Brad Turner reported that the Annual Appeal had taken in \$57,000 so far, with more than three months left in the drive.
- **Friends of the Library** – On behalf of Friends Liaison Julie E. Fromer, Pauline Emery said the Friends of the Library's Holiday Book Shoppe sale has been very popular and was ongoing. Books Sandwiched In, the Friends' series of book reviews by local notables, starts in January and will be held at the Congregational Church and streamed online.
- **Strategic Planning** – Chair Lyndsie M. Guy said she was hoping to recruit new Committee members. The Committee will meet to lay the groundwork for a new strategic plan, with activities ramping up following the May 21 levy vote.

Other business:

Louise Richardson gave a brief review of the Cuba Circulating Library's December 11 Public Hearing. "The turnout was incredible. There were about 250 people there." To all appearances, book challengers were vastly outnumbered by local library supporters and interested residents.

Adjournment:

Barbara McLean adjourned the meeting at 5:40 p.m.

The next regular meeting of the Library Board of Trustees was scheduled for January 18, 2024 at 4:30 p.m. in the library.

Southeast Steuben County Library
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	3,754.34
Total Checking/Savings	<u>3,754.34</u>
Accounts Receivable	
Accounts Receivable	9,100.96
Total Accounts Receivable	<u>9,100.96</u>
Total Current Assets	<u>12,855.30</u>
TOTAL ASSETS	<u><u>12,855.30</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,207.13
Total Accounts Payable	<u>1,207.13</u>
Other Current Liabilities	
2120 - Deferred Rental Revenue	7,486.51
Due to/from Library	30,000.00
Total Other Current Liabilities	<u>37,486.51</u>
Total Current Liabilities	<u>38,693.64</u>
Total Liabilities	38,693.64
Equity	
Unrestricted Net Assets	8,199.30
Net Income	-34,037.64
Total Equity	<u>-25,838.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,855.30</u></u>

Southeast Steuben County Library
Budget vs. Actuals
 January - December 2023

	<u>Dec. Budget vs Actual</u>			<u>Jan. - Dec. Budget vs Actual</u>			<u>2023</u>
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	
Income							
4000 Public Funds		0	0	889,475	888,456	1,019	888,456
4100 Grants/Donations	40,316	28,397	11,919	242,482	227,870	14,612	227,870
4300 Service Fees	2,975	1,300	1,675	17,679	11,000	6,679	11,000
4400 Other Revenue	249	850	-602	5,601	7,242	-1,641	7,242
4500 Other Income	10,511	5,254	5,257	30,784	32,405	-1,621	32,405
Total Income	\$ 54,051	\$ 35,801	\$ 18,250	\$ 1,186,020	\$ 1,166,973	\$ 19,047	1,166,973
Gross Profit	\$ 54,051	\$ 35,801	\$ 18,250	\$ 1,186,020	\$ 1,166,973	\$ 19,047	
Endowment							252,659
Operational Reserve							11,139
							<u>1,430,771</u>
Expenses							
5000 Payroll	59,264	59,838	-574	737,162	768,013	-30,851	768,013
5100 Payroll Taxes, Benefits, & Ins.	12,116	12,130	-15	157,116	174,237	-17,121	174,237
6000 Facilities	4,305	6,630	-2,325	145,499	139,000	6,499	139,000
7000 Library Materials/Services	13,887	7,745	6,142	232,234	217,251	14,983	217,251
7200 Library Programs	1,805	1,300	505	24,745	28,820	-4,075	28,820
8000 Administration & General	4,790	5,875	-1,085	54,060	73,450	-19,390	73,450
8100 Other Expense	263	400	-137	8,138	12,000	-3,862	12,000
8300 Capital	1,480	1,500	-20	17,762	18,000	-238	18,000
Total Expenses	\$ 97,910	\$ 95,418	\$ 2,492	\$ 1,376,715	\$ 1,430,771	-\$ 54,056	1,430,771
Net Operating Income	-\$ 43,860	-\$ 59,617	\$ 15,757	-\$ 190,695	-\$ 263,798	\$ 73,103	
Net Income	-\$ 43,860	-\$ 59,617	\$ 15,757	-\$ 190,695	-\$ 263,798	\$ 73,103	

Southeast Steuben County Library
Budget vs. Actuals
January - December 2023

	<u>Dec. Budget vs Actual</u>			<u>Jan. - Dec. Budget vs Actual</u>			
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>2023 Budget</u>
Income							
4000 Public Funds							
4005 Tax Levy		0	0	889,475	888,456	1,019	888,456
Total 4000 Public Funds	\$ 0	\$ 0	\$ 0	\$ 889,475	\$ 888,456	\$ 1,019	888,456
4100 Grants/Donations							
4110 County Grants		0	0	20,973	20,973	0	20,973
4111 NYS Grants		7,147	-7,147	10,113	7,147	2,966	7,147
4120 Other Grants		0	0	8,192	12,500	-4,308	12,500
4130 Fund Raising/Donations	5,177	400	4,777	12,732	3,000	9,732	3,000
4140 Memorials/Honors	365	50	315	1,128	1,000	128	1,000
4150 Friends of the Library		0	0	45,000	47,000	-2,000	47,000
4155 Annual Appeal	34,324	17,800	16,524	75,041	65,000	10,041	65,000
4165 Corning Enterprises		0	0	25,750	25,750	0	25,750
4185 Matching Funds	450	3,000	-2,550	5,803	7,750	-1,947	7,750
4190 Community Foundation		0	0	37,750	37,750	0	37,750
Total 4100 Grants/Donations	\$ 40,316	\$ 28,397	\$ 11,919	\$ 242,482	\$ 227,870	\$ 14,612	227,870
4300 Service Fees							
4310 Fees	2,724	1,000	1,724	12,622	7,500	5,122	7,500
4320 Copier Fees	251	300	-49	5,057	3,500	1,557	3,500
Total 4300 Service Fees	\$ 2,975	\$ 1,300	\$ 1,675	\$ 17,679	\$ 11,000	\$ 6,679	11,000
4400 Other Revenue							
4401 HS Learning Center PR reimburse	249	850	-602	5,601	7,242	-1,641	7,242
Total 4400 Other Revenue	\$ 249	\$ 850	-\$ 602	\$ 5,601	\$ 7,242	-\$ 1,641	7,242
4500 Other Income							
4510 EDC cash transfer	10,511	5,254	5,257	30,784	32,405	-1,621	32,405
Total 4500 Other Income	\$ 10,511	\$ 5,254	\$ 5,257	\$ 30,784	\$ 32,405	-\$ 1,621	32,405
Total Income	\$ 54,051	\$ 35,801	\$ 18,250	\$ 1,186,020	\$ 1,166,973	\$ 19,047	
Gross Profit	\$ 54,051	\$ 35,801	\$ 18,250	\$ 1,186,020	\$ 1,166,973	\$ 19,047	1,166,973
Endowment							252,659
Operational Reserve							11,138
							<u>1,430,771</u>

Southeast Steuben County Library
Budget vs. Actuals
January - December 2023

	<u>Dec. Budget vs Actual</u>			<u>Jan. - Dec. Budget vs Actual</u>			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2023 Budget
Expenses							
5000 Payroll							
5010 Wages	58,796	59,513	-717	732,617	763,513	-30,896	763,513
5020 Payroll Service	468	325	143	4,545	4,500	45	4,500
Total 5000 Payroll	\$ 59,264	\$ 59,838	-\$ 574	\$ 737,162	\$ 768,013	-\$ 30,851	768,013
5100 Payroll Taxes, Benefits,& Ins.							
5110 Retirement	1,808	1,900	-93	23,273	25,000	-1,727	25,000
5112 Retirement Fees	2,075	0	2,075	6,141	7,600	-1,459	7,600
5120 FICA/Medicare	4,382	4,600	-218	54,774	58,000	-3,226	58,000
5130 Insurance-Worker's Comp.		0	0	5,894	6,000	-106	6,000
5140 Insurance-Disability	-49	0	-49	789	750	39	750
5145 Paid Family Leave	-229	0	-229	1,019	1,000	19	1,000
5150 Insurance-Medical Ins.	4,182	5,330	-1,148	54,733	64,000	-9,267	64,000
5152 Insurance-Dental	-53	300	-353	2,250	3,500	-1,250	3,500
5153 HSA	0	0	0	4,405	4,500	-95	4,500
5160 Insurance-Unemployment		0	0	2,463	2,425	38	2,425
5163 Insurance-Life		0	0	653	740	-87	740
5165 Employee Assist. Prog.		0	0	722	722	0	722
Total 5100 Payroll Taxes, Benefits,& Ins.	\$ 12,116	\$ 12,130	-\$ 15	\$ 157,116	\$ 174,237	-\$ 17,121	174,237
6000 Facilities							
6020 Cleaning	2,228	2,230	-2	29,733	32,000	-2,267	32,000
6030 Maintenance & Repair-Building	2,002	200	1,802	34,200	10,000	24,200	10,000
6060 Utilities	76	4,200	-4,124	30,025	47,000	-16,975	47,000
6070 Maintenance Contracts		0	0	25,551	25,000	551	25,000
6080 Insurance - Library		0	0	17,213	17,000	213	17,000
6085 Insurance-Upstairs		0	0	8,777	8,000	777	8,000
Total 6000 Facilities	\$ 4,305	\$ 6,630	-\$ 2,325	\$ 145,499	\$ 139,000	\$ 6,499	139,000

Southeast Steuben County Library
Budget vs. Actuals
 January - December 2023

	<u>Dec. Budget vs Actual</u>			<u>Jan. - Dec. Budget vs Actual</u>			
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>2023 Budget</u>
7000 Library Materials/Services							
7010 Books	1,611	1,000	611	30,061	36,000	-5,939	36,000
7015 Memorial/Honor Books	526	100	426	955	1,500	-545	1,500
7020 Periodicals	299	200	99	5,569	4,250	1,319	4,250
7030 Audio-visuals	265	150	115	4,946	5,000	-54	5,000
7036 Digital Content	4,620	3,000	1,620	60,658	50,000	10,658	50,000
7040 Electronic Resources		0	0	13,264	15,000	-1,736	15,000
7043 Computer Equipment		0	0	6,377	5,000	1,377	5,000
7044 IT Contracts-Public Computers	4,507	1,920	2,587	29,367	23,000	6,367	23,000
7045 Public Internet	1,238	650	588	7,569	5,000	2,569	5,000
7046 Computer Software & Access.	7	25	-18	9,342	2,500	6,842	2,500
7047 Copier Expense-Public	284	100	184	1,266	1,200	66	1,200
7050 Cost Share Fees		0	0	51,801	51,801	0	51,801
7070 Library Supplies	382	500	-118	5,323	8,000	-2,677	8,000
7075 Book Processing Fees	149	100	49	3,662	4,000	-338	4,000
7080 Library Furnishings		0	0	2,075	5,000	-2,925	5,000
Total 7000 Library Materials/Services	\$ 13,887	\$ 7,745	\$ 6,142	\$ 232,234	\$ 217,251	\$ 14,983	217,251
7200 Library Programs							
7210 Children's Programs		0	0	6,520	6,620	-100	6,620
7215 Y/A Programs	547	150	397	5,283	5,000	283	5,000
7220 Volunteer's	53	0	53	188	750	-562	750
7225 Adult Programs	397	0	397	4,946	5,000	-54	5,000
7235 Coffee Tea & English	74	0	74	504	750	-246	750
7240 Grant Programs	84	0	84	1,959	2,500	-541	2,500
7241 Digital Literacy Program	601	750	-149	2,846	3,500	-654	3,500
7242 Outreach Programs		300	-300	2,045	3,500	-1,455	3,500
7275 Program Mileage Expense	48	100	-52	455	1,200	-745	1,200
Total 7200 Library Programs	\$ 1,805	\$ 1,300	\$ 505	\$ 24,745	\$ 28,820	-\$ 4,075	28,820

Southeast Steuben County Library
Budget vs. Actuals
January - December 2023

	<u>Dec. Budget vs Actual</u>			<u>Jan. - Dec. Budget vs Actual</u>			<u>2023 Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	
8000 Administration & General							
8005 Advertising	14	300	-286	2,088	5,000	-2,912	5,000
8010 Bank Fees	262	175	87	1,783	1,350	433	1,350
8015 Collection Fees	52	50	2	670	750	-81	750
8017 Dues/Memberships	179	50	129	1,791	2,500	-709	2,500
8025 Insurance - Liability Director		1,500	-1,500	5,023	5,000	23	5,000
8041 Computer Software & Access.	95	125	-30	6,941	2,000	4,941	2,000
8043 Copier Expense-Office	855	500	355	5,721	5,500	221	5,500
8046 Postage	134	50	84	687	1,200	-513	1,200
8050 Professional-Audit/Actg		0	0	11,500	15,000	-3,500	15,000
8062 IT Contracts	1,127	500	627	7,588	6,000	1,588	6,000
8063 Computer Equipment		500	-500	0	4,000	-4,000	4,000
8065 Professional-Legal		1,000	-1,000	814	5,000	-4,186	5,000
8070 Supplies-Office	578	775	-197	4,215	5,000	-785	5,000
8080 Telephone	206	250	-44	3,047	3,000	47	3,000
8082 Internet	90	100	-10	360	400	-40	400
8083 Web Design/Maintenance		0	0	0	10,250	-10,250	10,250
8085 Training/Conferences	1,199	0	1,199	1,834	1,500	334	1,500
Total 8000 Administration & General	\$ 4,790	\$ 5,875	-\$ 1,085	\$ 54,060	\$ 73,450	-\$ 19,390	73,450
8100 Other Expense							
8130 Miscellaneous	263	250	13	3,968	7,500	-3,532	7,500
8195 Fund Raising		150	-150	1,170	1,500	-330	1,500
8198 Scholarship		0	0	3,000	3,000	0	3,000
Total 8100 Other Expense	\$ 263	\$ 400	-\$ 137	\$ 8,138	\$ 12,000	-\$ 3,862	12,000
8300 Capital							
8345 HVAC Loan	1,480	1,500	-20	17,762	18,000	-238	18,000
Total 8300 Capital	\$ 1,480	\$ 1,500	-\$ 20	\$ 17,762	\$ 18,000	-\$ 238	18,000
Total Expenses	\$ 97,910	\$ 95,418	\$ 2,492	\$ 1,376,715	\$ 1,430,771	-\$ 54,056	1,430,771
Net Operating Income	-\$ 43,860	-\$ 59,617	\$ 15,757	-\$ 190,695	-\$ 263,798	\$ 73,103	
Net Income	-\$ 43,860	-\$ 59,617	\$ 15,757	-\$ 190,695	-\$ 263,798	\$ 73,103	-

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
DECEMBER MONTHLY REPORT
PRESENTED THURSDAY JANURARY 18, 2024**

	2023	2022	YTD 2023	YTD 2022
Patrons	9,743	7,601	136,790	119,221
Children's program attendance	1,322	974	20,370	17,240
YA program attendance	PENDING	81	1,294	939
Adult program attendance	224	215	3,771	3,179
Circulation	9,997	10,063	141,558	130,714
PC use	551	496	6,935	6,475
Digital Literacy	261	164	3,439	2,364
Wifi	4,774	3,658	51,959	40,882
Creation Station	8	14	156	136
Digital circulation	5,476	4,134	56,927	48,643
Databases	297	241	5,923	6,885

VOLUNTEERING:

For the month of December 2023:

Number of Volunteers: 63

Total Volunteer Hours: 304.5

Average Hours/Volunteer: 4.83

DECEMBER 2023 Meeting Room Statistics

Staff vs. Patron and Which Room

In terms of Events	Patron Sponsored	Patron Attend.	Staff Sponsored	Total Events
Conference	23	161	9	32
Community 1	13	57	0	13
Community 2	8	82	1	9
Community 3	2	7	2	4
Totals	46	307	12	58

Children's Stats for December 2023

In House

Artful Storytime (Angel)

3 programs

35 attendees

Artsy Kids (Angel)

3 programs

38 attendees

Brick by Brick (Sue)

1 program

38 attendees

Storytime (Sue)

3 programs

106 attendees

PreSchool Storytime (Sue)

3 programs

87 attendees

Crafty Corner (Angel)

3 programs

72 attendees

Tween Time (Sue)

2 programs

13 attendees

Cardboard Tube Castle Making (Angel)

1 program

19 attendees

HoHoHo Homemade Christmas (Sue, Angel, 3 volunteers)

1 program

89 attendees

Christmas Cookie Decorating (Sue and volunteer)

1 program

47 attendees

Christmas Movie Matinee (Sue and Eric as page)

1 program

35 attendees

Homeschool Ice Skating (Sue and partnership with the City Parks and Rec)

3 programs

205 attendees

Sue's Outreach

Erwin Valley Kindergarten

4 programs

75 attendees

Itsy Bitsy Inspirations Preschool

1 program

13 attendees

Head Start at Gregg

1 program

13 attendees

Head Start at Smith

1 program

19 attendees

Head Start at Stewart Park

1 program

15 attendees

Heritage Village Christmas

1 program

35 attendees

Lil' Rockwell

1 program

21 attendees

Weekday PreSchool

1 program

23 attendees

Severn Kindergarten

2 programs

65 attendees

Once Upon a Time

1 program

23 attendees

Corning Children's Center

4 programs

62 attendees

Carder Kindergarten

2 programs

54 attendees

Pauline's Outreach with Rotary

Severn Kindergarten and 2nd Grade

2 programs

120 attendees

Children's Department Totals

47 programs
1,322 attendees

End Notes
129 Reference Questions answered

Items weeded 466

- **Items added 71**
- **Collection total 133,395**
- **Patron Registration 53**
 - **Fees \$521.73**
 - **Friends Pending**
- **Reference questions ref 527 and circ. 459 children 129 = 1,115**

Adult Services Report, December 2023

Services

There were a total of **527 reference questions** answered at the reference desk and **459 reference questions** were recorded at the circulation desk in December.

Total Reference Questions Recorded: 986

Computer Usage In-House by Municipality

Caton: 1
Town of Corning: 15
City of Corning: 155
Campbell: 8
Erwin (including P. Post & Cooper's Plains): 9
Hornby: 5
Lindley: 5
Other NY: 34
Out of State: 9

Adult Program Attendance: **224 people**
Number of Programs: **28 programs**

December Outreach Stats from Lori

Books by Mail:

	# circulated	# returned
12/11/2023	3	4

Books on Wheels:

	# Circulated	# returned
12/27/2023	5	

Assorted Take-and-Make Craft Kits –

- **23 kits** put out on **12/15/2023** and taken within 24 hours.
- **24 kits** put out on **12/20/2023** and taken within 24 hours.
- **16 kits** put out on **12/29/2023** and taken within 24 hours.

Heritage Quest Usage: 243 unique searches in December 2023

Library Speakers Consortium Author Talks December 1 – 31, 2023

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
34	29	1683	1691	1720

Event	Date	Registrations	Live Views	Archival Views	Total Views
Let's Talk World Building with YA Fantasy Fic Superstar Author Victoria Aveyard	2023-12-06	1	6	14	20
Motherhood, Hunger, and Higher Education: An	2023-12-12	4	0	19	19

Author Talk with Stephanie Land					
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Storymusing Book Reviews

The Guest List by Lucy Foley - **75 views**

Total blog views for December: **1,655 views**

Scrabble

Tuesdays at 1 pm

11/5: 4 people

11/12: 0 people

11/19: 4 people

11/26: Library closed.

Mah Jongg

Wednesdays at 1 pm

11/6: 11 people

11/13: 9 people

11/20: 9 people

11/27: 7 people

Corning Area Writers Group –

Writers meet for a lively discussion of story ideas and craft as well as reading for critical feedback via Zoom and in person.

11/6: 13 people

11/13: 13 people

11/20: 18 people

11/27: 12 people

December Creation Station Stats from Kayla

Makerspace Usage

5 independent uses

3 training sessions

Tools Used:

2- Cricut

2- 3D Printing

1- Sewing

2- General Tools

Total Sessions: 8

4 -3D Print Requests, about 22 hours of print time

Crafting with Kimberly:

1 session

17 participants

From Maryalice

2023 December Coffee, Tea & English Summary (two groups in person, one virtual)

22 people participated in the 3 in-person sessions of the VOCABULARY class representing 8 countries (Russia, Taiwan, Thailand, Mexico, China, Algeria, India, and Brazil). We practiced listening skills (Code of Hammurabi, history of radio), writing and editing skills, and completed exercises from the language game *Word Up*.

21 people participated in the 3 in-person sessions of the CONVERSATION group representing 8 countries (Russia, Thailand, Taiwan, China, Mexico, Algeria, India, and Brazil). We discussed conflict resolution as well as enjoyed playing Apples to Apples, Jr.

20 people participated in the 3 virtual sessions of the BOOK CLUB representing 7 countries (France, Taiwan, China, India, Pakistan, Algeria, and Russia) to continue our discussions of *The Thursday Murder Club* by Richard Osman.

December 2023 Volunteer & Staff Zoom Summary (virtual program)

25 people met over 4 weekly Zoom sessions in December to discuss articles about the book behind the holiday classic *It's a Wonderful Life*; about author/illustrator Jerry Pinkney; about Santa and science; about a Jewish man hidden in a Dutch house who created single issues of a magazine that are now being made public; about ways to spread good cheer; and recommended books from the *Broad Street Review* (read to us by Gail's son Neal); to do a Christmas carol quiz and an end of the year business quiz; and to talk about what we're currently reading.

Digital Stats *from Linda*

Digital Stats December 2023

Hoopla Stats

No. Patrons Who Borrowed Content	249
New Patron Accounts	25
No. Circulated Titles	1,047
Funds Spent in December	\$2,341.76

Breakdown of Hoopla Funds Spent in 2023

Jan-23	\$1,727.02
Feb-22	\$1,841.64
Mar-23	\$1,982.07
Apr-23	\$1,941.17
May-23	\$1,906.37
Jun-23	\$1,994.76
Jul-23	\$2,001.90
Aug-23	\$2,092.94
Sep-23	\$2,077.87
Oct-23	\$2,189.81
Nov-23	\$2,277.94
Dec-23	\$2,341.76
Total of Funds Spent in 2023	\$24,375.25

Breakdown of Hoopla Circulated Items

Formats	Cost	Number of Format Checkouts
Digital Audiobook	\$1,523.63	586
Binge Passes	\$19.93	7
Digital Comic	\$98.65	68
eBooks	\$337.84	195
Digital Movies	\$128.06	56
Digital Music	\$74.01	49
Digital TV Shows	\$159.64	86
Total Cost	\$2,341.76	1047

Programs

Book Club for Adults, December 8, 2023	8
Tech Appointments	2

Blog Stats

Tech & Book Talk Views	307
Corning NY History Views	589
Creation Stationary Views	33
SSL Book Club for Adults Views	88
Total	1017

Mango Sessions	54
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Overdrive

Overdrive Checkouts	2972
OWWL Checkouts	80
FLLS Checkouts	126
Magazines (formerly RB Digital)	1251

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	261
Basic Computer Help	163
Multimedia	80
Research Training	12
Workforce Development	6
Tech Coaching Sessions	15

Lynda / LinkedIn Learning

December log-ins	9
Total hours of content viewed	7.8

For New York State Report

Program Date/ Title or name	Location Onsite/Offsite/ Virtual	Live/ Recorded	Platform Zoom/Youtube/Facebook	Live Participants/
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				Views within one week
Scrabble Tuesdays	In person/ onsite	Live		8 in 2 sessions
Mah Jongg Wednesdays	In person/ onsite	Live		36 in 4 sessions
Corning Area Writers Group Wednesdays	Virtual & onsite	Live	Zoom	56 in 4 sessions
Coffee Tea & English Vocab	In person	Live		22 in 3 sessions
Coffee Tea & English Conversation	In person	Live		21 in 3 sessions
Coffee Tea & English Book Club	Online	Live	Zoom	25 in 4 sessions
Volunteer & Staff	Virtual	Live	Zoom	25 people in 4 sessions
Adult Book Club	Virtual	Live	Zoom	8 people in 1 session
Crafting with Kimberly:	Onsite	Live		17 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	Postponed
Library Consortium Speakers	Virtual	Live	LSC	6 people for 2 sessions

Southeast Steuben County Library 2024 Adjusted Budget

	<u>2023 Budget</u>	<u>2024 Projections</u>	<u>2023-2024 Variance</u>
Income			
4000 Public Funds			
4005 Tax Levy	888,456	911,119	22,663
Total 4000 Public Funds	888,456	911,119	22,663
4100 Grants/Donations			
4110 County Grants	20,973	20,973	-
4111 NYS Grants	7,147	7,147	-
4120 Other Grants	12,500	12,500	-
4130 Fund Raising/Donations	3,000	3,000	-
4140 Memorials/Honors	1,000	1,000	-
4150 Friends of the Library	47,000	47,000	-
4155 Annual Appeal	65,000	65,000	-
4165 Corning Enterprises	25,750	25,750	-
4185 Matching Funds	7,750	8,000	250
4190 Community Foundation	37,750	37,850	100
Total 4100 Grants/Donations	227,870	228,220	350
4300 Service Fees			
4310 Fees	7,500	10,000	2,500
4320 Copier Fees	3,500	5,000	1,500
Total 4300 Service Fees	11,000	15,000	4,000
4400 Other Revenue			
4401 HS Learning Center PR reimburse	7,242	7,650	408
Total 4400 Other Revenue	7,242	7,650	408
4500 Other Income			
4510 EDC cash transfer	32,405	33,785	1,380
Total 4500 Other Income	32,405	33,785	1,380
Total Income			
Gross Profit	1,166,973	1,195,774	
Endowment	252,659	253,895	
Operational Reserve	11,138	74,316	
Capital Reserve		33,385	To Cover 2nd
	1,430,771	1,557,370	
Expenses			
5000 Payroll			
5010 Wages	763,513	795,365	31,852
5020 Payroll Service	4,500	4,700	200
Total 5000 Payroll	768,013	800,065	32,052
5100 Payroll Taxes, Benefits, & Ins.			

5110 Retirement	25,000	25,250	250	
5112 Retirement Fees	7,600	8,000	400	
5120 FICA/Medicare	58,000	60,000	2,000	
5130 Insurance-Worker's Comp.	6,000	6,400	400	
5140 Insurance-Disability	750	800	50	
5145 Paid Family Leave	1,000	1,000	-	
5150 Insurance-Medical Ins.	64,000	62,000	(2,000)	
5152 Insurance-Dental	3,500	3,500	-	
5153 HSA	4,500	4,000	(500)	
5160 Insurance-Unemployment	2,425	2,460	35	
5163 Insurance-Life	740	740	-	
5165 Employee Assist. Prog.	722	741	19	
Total 5100 Payroll Taxes, Benefits,& Ins.	174,237	174,891	654	
6000 Facilities				
6020 Cleaning	32,000	37,000	5,000	Additional 2nd
6030 Maintenance & Repair-Building	10,000	44,385	34,385	Additional 2nd
6060 Utilities	47,000	52,000	5,000	
6070 Maintenance Contracts	25,000	34,000	9,000	Additional 2nd
6080 Insurance - Library	17,000	18,000	1,000	
6085 Insurance-Upstairs	8,000	9,000	1,000	
Total 6000 Facilities	139,000	194,385	55,385	
7000 Library Materials/Services				
7010 Books	36,000	36,000	-	
7015 Memorial/Honor Books	1,500	1,000	(500)	
7020 Periodicals	4,250	5,000	750	
7030 Audio-visuals	5,000	5,000	-	
7036 Digital Content	50,000	60,000	10,000	
7040 Electronic Resources	15,000	14,000	(1,000)	
7043 Computer Equipment	5,000	5,000	-	
7044 IT Contracts-Public Computers	23,000	27,000	4,000	
7045 Public Internet	5,000	13,000	8,000	
7046 Computer Software & Access.	2,500	2,500	-	
7047 Copier Expense-Public	1,200	1,200	-	
7050 Cost Share Fees	51,801	52,139	338	
7070 Library Supplies	8,000	7,000	(1,000)	
7075 Book Processing Fees	4,000	4,500	500	
7080 Library Furnishings	5,000	5,000	-	
Total 7000 Library Materials/Services	217,251	238,339	21,088	
7200 Library Programs				
7210 Children's Programs	6,620	7,120	500	
7215 Y/A Programs	5,000	7,000	2,000	
7220 Volunteer's	750	750	-	
7225 Adult Programs	5,000	5,250	250	
7235 Coffee Tea & English	750	750	-	
7240 Grant Programs	2,500	2,500	-	
7241 Digital Literacy Program	3,500	3,500	-	
7242 Outreach Programs	3,500	3,500	-	

7275 Program Mileage Expense	1,200	750	(450)
Total 7200 Library Programs	28,820	31,120	2,300
8000 Administration & General			
8005 Advertising	5,000	5,000	-
8010 Bank Fees	1,350	1,350	-
8015 Collection Fees	750	750	-
8017 Dues/Memberships	2,500	2,500	-
8025 Insurance - Liability Director	5,000	6,000	1,000
8041 Computer Software & Access.	2,000	5,000	3,000
8043 Copier Expense-Office	5,500	5,600	100
8046 Postage	1,200	1,000	(200)
8050 Professional-Audit/Actg	15,000	17,000	2,000
8062 IT Contracts	6,000	7,000	1,000
8063 Computer Equipment	4,000	2,000	(2,000)
8065 Professional-Legal	5,000	5,000	-
8070 Supplies-Office	5,000	5,000	-
8080 Telephone	3,000	3,000	-
8082 Internet	400	400	-
8083 Web Design/Maintenance	10,250	10,250	-
8085 Training/Conferences	1,500	3,000	1,500
Total 8000 Administration & General	73,450	79,850	6,400
8100 Other Expense			
8130 Miscellaneous	7,500	5,000	(2,500)
8195 Fund Raising	1,500	1,500	-
8198 Scholarship	3,000	3,000	-
Total 8100 Other Expense	12,000	9,500	(2,500)
8300 Capital			
8342 EIDL Loan		11,220	11,220
8345 HVAC Loan	18,000	18,000	-
Total 8300 Capital	18,000	29,220	11,220
Total Expenses	1,430,771	1,557,370	
Net Operating Income			
Net Income	-	(0)	115,379

SOUTHEAST STEUBEN COUNTY PUBLIC COMMUNICATIONS POLICY

The Library Board of Trustees has a responsibility to promote public awareness of library services and programs, to develop public understanding and support of the library and the vital role it plays in the support of community well-being.

The Board of Trustees recognizes that effective public relations involve every person who has a connection with the library. The Board urges its own staff, volunteers, and friends to remember that they represent the library in every public contact and that professionalism and good service enhances good relations.

Official statements to the public and media will be made by the Library Director or the Board President in consultation with the Library Director. If it is necessary for anyone other than the Library Director or Board President to provide the public with information, such information will be reviewed and approved by the Library Director and Board President prior to its release.

The Board of Trustees will designate the official newspaper to be used for all public announcements at its annual Organization Meeting each year.

Social media platforms, including mass email communication services, play an important and active role in library communications. Designated library staff are responsible for posting information to all library subscribed social media sites.

Staff will adhere to the board approved *Social Media Policy* when sharing information or images. Staff in consultation with the Library Director manage overall social media content. The library will not answer questions pertaining to Library Board matters through social media. These questions should be directed to the Library Board during Public Comment at a regular meeting.

Library staff and trustees are entitled to a safe and protected work environment both within the library building and online. Communication, specifically from the public, sent to staff or trustees that contains concerning, harassing or threatening language will be handled by the Library Director in discussion with the Board President. All incidents that pose a risk to human well-being will be documented and reported to the authorities.

Adopted by the _____ Library Board of Trustees, MM/DD/YYYY