

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
PRESENTED FEBURARY 15, 2024 4:30-5:30 p.m.
LOCATION: SOUTHEAST STEUBEN COUNTY LIBRARY
CONFERENCE ROOM

4:30 pm Call to Order

1. Public Comment
2. Consent Agenda - (Barb) - Vote
 - Jan. minutes
 - Jan. budgets
3. Director's report - (Pauline)
4. Finance (Jeff)
 - a. Transfer Resolution (Jeff)
5. Nomination (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)

Executive Session

Adjourn

NEXT BOARD MEETING:

- MARCH 14TH 2024 4:30-5:30

Account Balances: Checking, Savings, Investments & Loans
As of 2/29/2024

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	
CORNING CREDIT UNION: Operational Reserve	
COMMUNITY BANK:	
- Capital Reserve :	
- Construction Grant Funds:	
	\$ -
TOTAL BANK BALANCE	\$ -

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$3,269,516	
CHARLES SCHWAB (ENDOWMENT)	\$3,335,605	
INVESTMENT TOTAL		\$ -

TOTAL ALL ACCOUNTS	\$ -
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LOANS	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 218,971
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 500,000
TOTAL LOANS OUTSTANDING	\$ 718,971

OTHER RELATED FUNDS	
COMMUNITY FOUNDATION (as of 9/30/2022)	
LIBRARY SERVICE FUND	\$ 1,023,471

Southeast Steuben County Library

Budget vs. Actuals

Jan-24

	Jan 2024			2024 Budget
	Actual	Budget	over Budget	
Income				
4000 Public Funds	455,560	455,560	0	911,119
4100 Grants/Donations	74,993	66,850	8,143	228,220
4300 Service Fees	1,613	1,225	388	15,000
4400 Other Revenue		750	-750	7,650
4500 Other Income		0	0	33,785
Total Income	\$ 532,166	\$ 524,385	\$ 7,781	
Gross Profit	\$ 532,166	\$ 524,385	\$ 7,781	1,195,774
Endowment Draw				253,895
Operational Reserve				74,316
Capital Reserve				33,385
				<u>1,557,370</u>
Expenses				
5000 Payroll	94,855	61,732	33,123	800,065
5100 Payroll Taxes, Benefits, & Ins.	18,775	19,172	-397	174,891
6000 Facilities	10,320	15,025	-4,705	194,385
7000 Library Materials/Services	101,691	17,575	84,116	238,339
7200 Library Programs	1,376	2,525	-1,149	31,120
8000 Administration & General	3,042	4,955	-1,913	79,850
8100 Other Expense		200	-200	9,500
8300 Capital	1,480	1,500	-20	29,220
Total Expenses	\$ 231,539	\$ 122,684	\$ 108,855	1,557,370
Net Operating Income	\$ 300,627	\$ 401,701	-\$ 101,073	
Net Income	\$ 300,627	\$ 401,701	-\$ 101,073	

Southeast Steuben County Library
Budget vs. Actuals
January 2024

	Jan 2024			2024 Budget
	Actual	Budget	over Budget	
Income				
4000 Public Funds				
4005 Tax Levy	455,560	455,560	0	911,119
Total 4000 Public Funds	\$ 455,560	\$ 455,560	\$ 0	911,119
4100 Grants/Donations				
4110 County Grants		0	0	20,973
4111 NYS Grants		0	0	7,147
4120 Other Grants		0	0	12,500
4130 Fund Raising/Donations	315	250	65	3,000
4140 Memorials/Honors	131	0	131	1,000
4150 Friends of the Library		0	0	47,000
4155 Annual Appeal	8,234	2,000	6,234	65,000
4165 Corning Enterprises	25,750	25,750	0	25,750
4185 Matching Funds	2,713	1,000	1,713	8,000
4190 Community Foundation	37,850	37,850	0	37,850
Total 4100 Grants/Donations	\$ 74,993	\$ 66,850	\$ 8,143	228,220
4300 Service Fees				
4310 Fees	1,236	825	411	10,000
4320 Copier Fees	377	400	-23	5,000
Total 4300 Service Fees	\$ 1,613	\$ 1,225	\$ 388	15,000
4400 Other Revenue				
4401 HS Learning Center PR reimburse		750	-750	7,650
Total 4400 Other Revenue	\$ 0	\$ 750	-\$ 750	7,650
4500 Other Income				
4510 EDC cash transfer		0	0	33,785
Total 4500 Other Income	\$ 0	\$ 0	\$ 0	33,785
Total Income	\$ 532,166	\$ 524,385	\$ 7,782	
Gross Profit	\$ 532,166	\$ 524,385	\$ 7,782	1,195,774
Endowment Draw				253,895
Operational Reserve				74,316
Capital Reserve				33,385
				<u>1,557,370</u>

Southeast Steuben County Library
Budget vs. Actuals
January 2024

	Jan 2024			2024 Budget	
	Actual	Budget	over Budget		
Expenses					
5000 Payroll					
5010 Wages	94,290	61,182	33,108	795,365	2/1 PR processed 1/31
5020 Payroll Service	566	550	16	4,700	
Total 5000 Payroll	\$ 94,855	\$ 61,732	\$ 33,123	800,065	
5100 Payroll Taxes, Benefits,& Ins.					
5110 Retirement	-267	1,940	-2,207	25,250	
5112 Retirement Fees		0	0	8,000	
5120 FICA/Medicare	7,032	4,615	2,417	60,000	
5130 Insurance-Worker's Comp.	1,403	1,600	-197	6,400	
5140 Insurance-Disability	-76	0	-76	800	
5145 Paid Family Leave	-352	0	-352	1,000	
5150 Insurance-Medical Ins.	4,132	5,000	-868	62,000	
5152 Insurance-Dental	1,849	291	1,558	3,500	
5153 HSA	3,265	4,000	-735	4,000	
5160 Insurance-Unemployment	670	615	55	2,460	
5163 Insurance-Life	378	370	8	740	
5165 Employee Assist. Prog.	741	741	0	741	
Total 5100 Payroll Taxes, Benefits,& Ins.	\$ 18,775	\$ 19,172	-\$ 397	174,891	
6000 Facilities					
6020 Cleaning	2,413	2,500	-87	37,000	
6030 Maintenance & Repair-Building	1,467	500	967	44,385	
6060 Utilities	146	4,200	-4,054	52,000	
6070 Maintenance Contracts		325	-325	34,000	
6080 Insurance - Library	4,313	4,500	-187	18,000	
6085 Insurance-Upstairs	1,982	3,000	-1,018	9,000	
Total 6000 Facilities	\$ 10,320	\$ 15,025	-\$ 4,705	194,385	

Southeast Steuben County Library
Budget vs. Actuals
 January 2024

	Jan 2024			2024 Budget
	Actual	Budget	over Budget	
7000 Library Materials/Services			0	
7010 Books	2,529	2,500	29	36,000
7015 Memorial/Honor Books	182	0	182	1,000
7020 Periodicals	870	1,500	-630	5,000
7030 Audio-visuals	238	0	238	5,000
7036 Digital Content	34,594	2,000	32,594	60,000
7040 Electronic Resources	7,000	7,000	0	14,000
7043 Computer Equipment		500	-500	5,000
7044 IT Contracts-Public Computers	2,254	2,250	4	27,000
7045 Public Internet	759	1,000	-241	13,000
7046 Computer Software & Access.		100	-100	2,500
7047 Copier Expense-Public		50	-50	1,200
7050 Cost Share Fees	52,319	0	52,319	52,139
7070 Library Supplies	709	575	134	7,000
7075 Book Processing Fees	236	100	136	4,500
7080 Library Furnishings		0	0	5,000
Total 7000 Library Materials/Services	\$ 101,691	\$ 17,575	\$ 84,116	238,339
7200 Library Programs			0	
7210 Children's Programs	543	400	143	7,120
7215 Y/A Programs	260	500	-241	7,000
7220 Volunteer's		0	0	750
7225 Adult Programs	82	300	-218	5,250
7235 Coffee Tea & English		200	-200	750
7240 Grant Programs		500	-500	2,500
7241 Digital Literacy Program	341	250	91	3,500
7242 Outreach Programs	150	300	-150	3,500
7275 Program Mileage Expense		75	-75	750
Total 7200 Library Programs	\$ 1,376	\$ 2,525	-\$ 1,149	31,120

Southeast Steuben County Library
Budget vs. Actuals
 January 2024

	Jan 2024			2024 Budget
	Actual	Budget	over Budget	
8000 Administration & General			0	
8005 Advertising	8	100	-92	5,000
8010 Bank Fees	52	100	-48	1,350
8015 Collection Fees		60	-60	750
8017 Dues/Memberships	443	450	-7	2,500
8025 Insurance - Liability Director	1,393	1,300	93	6,000
8041 Computer Software & Access.		25	-25	5,000
8043 Copier Expense-Office		300	-300	5,600
8046 Postage		350	-350	1,000
8050 Professional-Audit/Actg		0	0	17,000
8062 IT Contracts	563	560	3	7,000
8063 Computer Equipment		0	0	2,000
8065 Professional-Legal		0	0	5,000
8070 Supplies-Office	367	1,500	-1,133	5,000
8080 Telephone	206	210	-4	3,000
8082 Internet		0	0	400
8083 Web Design/Maintenance		0	0	10,250
8085 Training/Conferences	10	0	10	3,000
Total 8000 Administration & General	\$ 3,042	\$ 4,955	-\$ 1,913	79,850
8100 Other Expense			0	
8130 Miscellaneous		200	-200	5,000
8195 Fund Raising		0	0	1,500
8198 Scholarship		0	0	3,000
Total 8100 Other Expense	\$ 0	\$ 200	-\$ 200	9,500
8300 Capital			0	
8342 EIDL Loan				11,220
8345 HVAC Loan	1,480	1,500	-20	18,000
Total 8300 Capital	\$ 1,480	\$ 1,500	-\$ 20	29,220
Total Expenses	\$ 231,539	\$ 122,684	\$ 108,855	1,557,370
Net Operating Income	\$ 300,628	\$ 401,701	-\$ 101,073	
Net Income	\$ 300,628	\$ 401,701	-\$ 101,073	



BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
FEBURARY MONTHLY REPORT
PRESENTED THURSDAY FEB. 15, 2024**

	JAN. 2024	<i>Jan. 2023</i>	YTD 2024	<i>YTD 2023</i>
Patrons	10,928	8,973	10,928	8,973
Children's program attendance	2,029	1,403	2,029	1,403
YA program attendance	76	85	76	85
Adult program attendance	498	448	498	448
Circulation	11,158	10,483	11,158	10,483
PC use	551	549	551	549
Digital Literacy	468	390	468	390
Wifi*	5,518	4,309	5,518	4,309
Creation Station	17	9	17	9
Digital circulation	5,976	4,200	5,976	4,200
Databases	218	364	218	364

Children's Department Stats for January 2024

In House

Storytime with Miss Sue (Sue)

5 programs

151 attendees

Miss Sue's Preschool Friends (Sue)

5 programs

162 attendees

Crafty Corner (Angel)

4 programs

66 attendees

Brick by Brick (Sue)

1 program

37 attendees

Marshmallow Igloo Building (Kelly and Sue)

1 program

51 attendees

Hooked on Books Book Club (Sue)

5 programs

46 attendees

Tween Time (Sue)

4 programs

48 attendees

Artful Storytime (Angel)

3 programs

31 attendees

Artsy Kids (Angel)

6 programs

65 attendees

Skate n' Flick (Sue with Corning City Parks and Recreation Department)

1 skating program

167 attendees

1 movie program

163 attendees

MiniMaker (Angel)

1 program

17 attendees

Family Trivia Night (Sue)

1 program

16 attendees

Carder field trips (Sue) (In conjunction with their Native American Rockwell Museum field trip-lunch, Native American stories, and themed craft)

3 programs

55 attendees

Kids Explore Homeschool Ice Skating (Sue with Corning City Parks and Recreation Department)

4 programs

220 attendees

Pauline's Outreach with Rotary

1 program

120 attendees

Sue's Outreach

Lil' Rockwell (in partnership with The Rockwell Museum)

1 program

38 attendees

HeadStart at Gregg

1 program

13 attendees

Once Upon a Time

1 program

26 attendees

PJ Storytime at the PRC

1 program

19 attendees

Itsy Bitsy Preschool

1 program

13 attendees

HeadStart at Smith

1 program

20 attendees

Weekday Preschool

1 program

22 attendees

Severn Library-storytime with Kindergarten and 1st grade, book talks with 2nd, 3rd, 4th, 5th grades, library promotion and winter reading club handouts with all classes)

12 programs

222 attendees

Smith Library- storytime with Kindergarten and 1st grade, book talks with 2nd, 3rd, 4th, 5th grades, library promotion and winter reading club handouts with all classes)

12 programs

241 attendees

Children's Department Totals

77 programs

2,029 attendees

End Notes

198 Reference Questions Answered

TEEN PROGRAMMING

ATLAS (At the Library After School)

Total Sessions:

4 synchronous, in-person

Total Attendees:

34 synchronous, in-person

**GATLAS with Planned Parenthood
(Gay at the Library After School)**

Total Sessions:

4 synchronous, in-person

Total Attendees:

18 synchronous, in-person

Dungeons & Dragons

Total Sessions:

3 synchronous, in-person

Total Attendees:

24 synchronous, in-person

Totals

Total Sessions/Presentations: 11

Total Attendees/Views: 76

Teen Tones Webpage

38 views

Teen Instagram

103 followers

JANUARY 2024 Meeting Room Statistics

Staff and Patron Sponsored Meeting Room Use Summary

In terms of Events	Patron Sponsored	Patron Attend.	Staff Sponsored	Total Events
Conference	32	186	14	46
Com. Small	8	37	1	9
Com. Large	2	10	8	10
Com. Full	1	40	2	3
Totals	43	273	25	68

Volunteer report For the month of January 2024

Number of Volunteers: 84

Total Volunteer Hours: 405.5

Average Hours/Volunteer: 4.83

Items weeded 142

Items added 303

Collection total 133,556

Patron Registration 90

Fees \$709.63

Friends \$439.42

Reference questions ref 563 and circ.326 children 198 = 1,087

Adult Services Report, January 2024

Services

There were a total of **563 reference questions** answered at the reference desk and **326 reference questions** were recorded at the circulation desk in January.

Total Reference Questions Recorded: 889

Computer Usage In-House by Municipality

Caton: 4

Town of Corning: 23

City of Corning: 131

Campbell: 12

Erwin (including P. Post & Cooper's Plains): 10

Hornby: 3

Lindley: 6

Other NY: 19

Out of State: 1

Adult Program Attendance: **498 people**

Number of Programs: **44 programs**

January Outreach Stats from Lori

Books by mail:

	# circulated	# returned
1/12/2024	2	
1/19/2024	3	5

1/22/2023	2	
	7	5

Books on Wheels:

	# Circulated	# returned
1/8/2024	1	5
1/22/2024	2	
	3	5

Assorted Take-and-Make Craft Kits –

- **10 kits** put out on **1/5/2024** and taken within 24 hours.
- **35 kits** put out on **1/22/2024** and taken within 24 hours.

Heritage Quest Usage: 134 unique searches in January 2024

**Library Speakers Consortium Author Talks
January 1 – 31, 2024**

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
29	19	1536	1546	1565

Event	Date	Registrations	Live Views	Archival Views	Total Views
Embrace Love in the New Year: A Heartfelt Conversation with Rebecca Serle	2024-01-11	1	0	33	33
Your Retirement: Dream or Disaster? How to Avoid the Hidden Traps in Retirement Planning Advice	2024-01-23	6	1	8	9
The Lure and the Lies of Processed Food, Nutrition, and Modern Medicine: An	2024-01-30	6	2	263	265

Author Talk with Dr. Robert Lustig					
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Storymusing Book Reviews

At the Coffee Shop of Curiosities by Heather Webber - **42 views**

Total blog views for January: **2773 views**

Books Sandwiched In

Wednesdays at 12:10 PM in person and via Zoom

1/3 *The Making of Another Major Motion Picture Masterpiece* by Tom Hanks

Presented by Meghan O'Toole: 35 + 4 = 39 people

1/10 *The Teachers: A Year Inside America's Most Vulnerable, Important Profession* by Alexandra Robbins

Presented by Michelle Caulfield: 50 + 0 = 50 people

1/17 *Demon Copperhead* by Barbara Kingsolver

Presented by Dusty Hewit: 38 + 3 = 41 people

1/24 *Necessary Trouble: Growing Up at Midcentury* by Drew Gilpin Faust

Presented by Jennifer O'Hara: 35 + 4 = 39 people

1/31 *The Heaven and Earth Grocery Store* by James McBride Presented by Maria Strinni Gill:
42 + 7 = 49 people

Scrabble

Tuesdays at 1 pm

1/2: 4 people

1/9: 4 people

1/16: 3 people

1/23: Closed

1/30: 5 people

Mah Jongg

Wednesdays at 1 pm

1/3: 12 people

1/10: 12 people

1/17: 11 people

1/24: 12 people

1/31: 12 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.

1/3: 19 people

1/10: 15 people

1/17: 13 people

1/24: 13 people

1/31: 12 people

Crafting with Kimberly: Junk Journals

1/22/24 @ 5:30 pm

15 people joined us for a class on recycled books turned into journals.

Sticky Notes Thematic Book Club

1/24 @ 11:30 am

3 people met to discuss books surrounding the theme of “Single Word Titles.” The theme for February will be “Fairy Tale Retellings.”

January Creation Station Stats from Kayla

Makerspace Usage

13 independent uses

4 training session

Tools Used:

1- Cricut

5- 3D Printing

3- Sewing

2- Button Maker

6- General Tools Total Sessions: 17

8 -3D Print Requests, about 51.5 hours of print time

From Maryalice

2024 January Coffee, Tea & English Summary (two groups in person, one virtual)

29 people participated in the **5 in-person sessions** of the VOCABULARY class representing 6 countries (Russia, Pakistan, Mexico, Algeria, India, and Brazil). We practiced listening skills (Midnight Sun, Martin Luther King, Jr., and Romeo & Juliet), writing and editing skills, and completed exercises from the language game *Word Up*.

29 people participated in the **5 in-person sessions** of the CONVERSATION group representing 7 countries (Russia, China, Pakistan, Mexico, Algeria, India, and Brazil). We discussed holiday experiences and pandemic experiences, and enjoyed playing Pictionary and Apples to Apples, Jr.

27 people participated in the **4 virtual sessions** of the BOOK CLUB representing 7 countries (France, Taiwan, Mexico, India, Pakistan, Algeria, and Russia) to continue our discussions of *The Thursday Murder Club* by Richard Osman. We read about 10 pages per week.

January 2024 Volunteer & Staff Zoom (virtual)

30 people met over **5 weekly Zoom sessions** in January 2024 to discuss articles about the

Future Library, Janus words, To teach or not to teach Shakespeare, Bob Dylan as Nobel Prize winner, as well as the poem *“Forecasting a Conversation and Seeing Only Storms Ahead, for the Past Has Given Little Reason to Expect Otherwise,”* a video of Joni Mitchell at the Newport Festival, books that don’t live up to their hype, and to talk about what we’re currently reading.

Digital Stats from Linda

Stats: January 2024

Hoopla Stats

No. Patrons Who Borrowed Content	275
New Patron Accounts	36
No. Circulated Titles	1,126
Funds Spent in month	\$2,638.10

Breakdown of Hoopla Funds Spent in 2024

Jan-24	\$2,638.10
Total of Funds Spent 2024 Through End of Last Month	\$2,638.10

Breakdown of Hoopla Circulated Items

	Formats	Cost	Number of Format Checkouts
	Digital Audiobook	\$1,735.09	645
	Binge Passes	\$18.93	7
	Digital Comic	\$78.96	64
	eBooks	\$411.24	210
	Digital Movies	\$158.80	68
	Digital Music	\$80.47	53
	Digital TV Shows	\$154.61	79
	Total Cost	\$2,638.10	1126

Programs

Book Club for Adults	7
Tech Appointments	3

Blog Stats

Tech & Book Talk Views	373
Corning NY History Views	751
Creation Stationary Views	28

SSL Book Club for Adults Views

92
Total 1244

Mango Sessions

74

Overdrive

Overdrive Checkouts	3,261
OWWL Checkouts	109
FLLS Checkouts	163
Magazines (formerly RB Digital)	1,317

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	228
Basic Computer Help	150
Multimedia	53
Research Training	23
Workforce Development	2
Tech Coaching Sessions	12

Lynda / LinkedIn Learning

January log-ins	10
Total hours of content viewed	6.5

For New York State Report

Program Date/ Title or name	Location Onsite/Offsite/ Virtual	Live/ Recorded	Platform Zoom/Youtube/Facebook	Live Participants/ Views within one week
Scrabble Tuesdays	In person/ onsite	Live		16 in 4 sessions
Mah Jongg Wednesdays	In person/ onsite	Live		59 in 5 sessions
Corning Area Writers Group Wednesdays	Virtual & onsite	Live	Zoom	62 in 5 sessions
Coffee Tea & English Vocab	In person	Live		29 in 5 sessions
Coffee Tea & English Conversation	In person	Live		29 in 5 sessions
Coffee Tea & English Book	Online	Live	Zoom	27 in 4 sessions

Club				
Volunteer & Staff	Virtual	Live	Zoom	30 people in 5 sessions
Adult Book Club	Virtual	Live	Zoom	7 people in 1 session
Crafting with Kimberly:	Onsite	Live		15 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	3 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	3 people for 2 sessions
Books Sandwiched In	Virtual and In Person	Live	Zoom	218 people in 5 sessions

\$13,800 Transfer to Capital Reserve 2024

I, Jamie Curtis, hereby certify that I am the Secretary of the Southeast Steuben County Library, a New York education corporation with its principal office located at 300 Civic Center Plaza, Corning, New York; that at a meeting of the Board of Trustees duly called and held on February 15, 2024, at which a quorum was at all times present and voting, the following Resolution was duly adopted:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the transfer of the following funds.

\$13,800 be transferred from the Grant Account held at Community Bank, Corning, NY. to the Capital Reserve Account held at Community Bank, Corning NY. These funds are the last 10% of the New York Construction Grant for the Mary Lu Walker Children's Room.

WITNESS my hand as Secretary of the Corporation this February 15, 2024

Jamie Curtis
Secretary

Selection of Trustees for the Southeast Steuben County Library

Description for Candidates

The Southeast Steuben County Library seeks potential trustees who possess a strong and genuine belief in public libraries and their mission in the community as centers of information, recreation, culture and lifelong education. A candidate must be willing to devote appropriate time and effort to carrying out the duties and responsibilities of trusteeship. These duties will include regular attendance at Board meetings, committee service and activities, trustee training, ongoing advocacy on behalf of the Library and learning about the Library and the social, legal, and political context in which it exists.

The Library Board members participate in a wide variety of activities in support of the Southeast Steuben County Library. The responsibilities include:

- Policy development
- Strategic planning
- Advocacy
- Financial development and funds development (budgetary responsibility)
- Public relations

Preferable skill sets to become a member:

- Strong general level of awareness of the community in which the Library serves.
- Familiarity with or willingness to learn about the opportunities and challenges faced by a public library and its funding and budget process.
- Appropriate communication skills and willingness and ability to represent the Library in the community.
- Readiness and ability to contribute and actively participate in Board initiatives.
- Ability to function in a collaborative environment with many key stakeholders and community partners.
- Commitment to ongoing personal growth and development as a Board member.

A potential board member must be a resident of the Library's service area, and be 18 years of age or older.

Please fill out the attached questionnaire, attach your resume, and return to the Library by mail or email:

Southeast Steuben County Library
ATTN: Barbara McLean, President
300 Nasser Civic Center
Plaza Suite 101
Corning, NY 14830

Email: bamclean2@gmail.com

For any questions, please contact
Barbara McLean at the email above.

Southeast Steuben County Library

Trustee Candidate Application

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Do you wish to represent a municipality? Yes No If so, which one? _____

1. Why would you like to serve on the Board of the Southeast Steuben County Library?

2. Please tell us something about yourself including experiences you have had that will help the Library.

3. Are you familiar with the Library Bill of Rights? Will you uphold the Bill of Rights as a Trustee?

*** Please attach a copy of your resume along with this application and return by mail or email as indicated on previous page**

Harry A. Merritt

Harry.Merritt@gmail.com | (607) 422-1314 | Corning, NY

Career Profile

Finance Director ▪ Commercial / Manufacturing Controller ▪ Internal Control / Compliance Leader

Dynamic, results-driven finance business partner with 15 years of leadership, commercial, manufacturing, accounting, and controls experience in a Fortune 500 global corporation. 2019 & 2021 Business Partnership Award nominee.

Core Competencies Include:

US GAAP ▪ Capital Portfolio Management ▪ Budget & Forecasting ▪ Long Range / Strategic Planning ▪ KPI Implementation ▪ Large Team Leadership ▪ Cost Accounting ▪ Sarbanes Oxley Controls ▪ Audit Management ▪ Advanced Financial Modeling ▪ Variance Analysis ▪ ERP SME ▪ Business Partnership ▪ Talent Development

Software / Systems:

PeopleSoft ▪ SAP ▪ Oracle ▪ Consolidation Tools (Khalix) ▪ Data Analytics ▪ Blackline

Professional Experience

Corning Incorporated

Finance Director, Operations Control – Global / COO – Corning, NY Jul 2022 – Present

- Directly supporting the President / COO and staff members. Reporting to the Corporate Operations Controller who is responsible for all Divisions.
- Responsible for understanding, aggregating, and reporting out to the COO on a weekly / monthly basis all financial results including P/L, cash flow, operations KPIs, etc.
- Lead the annual budget and 5-year strategic planning process for the corporation.
- Dedicated team supporting corporate level programs focused on manufacturing performance, inventory reduction, capital portfolio optimization, and global supply chain operations.
- Driving the vision for the overall function as we progress on the digital transformation journey.

Commercial / FP&A Controller – Pharmaceutical Technologies – Corning, NY Feb 2020 – Jul 2022

- Opportunity to strongly partner with the commercial function to move from an innovation project to a new growth business and securing contracts with multiple large customers.
- Secured significant funding from the U.S. Govt (BARDA) to advance Valor and Velocity pharmaceutical vial manufacturing in the U.S. to support the manufacture of COVID vaccine while increasing production capability from near nothing to ~500M vials in less than 2 years.
- Extensive business and cost modeling developed and leveraged to determine price set points, make investment decisions, and negotiate funding from multiple sources for expansion.
- Launched two new plants on PeopleSoft Finance acting as the SME for each deployment.
- Advanced the FP&A function within the Division to become the benchmark in the company providing linkage between manufacturing metrics and financial performance.
- Partnered with operations, supply chain, and procurement to develop the S&OP for the Division and link into the monthly forecasting and annual budget processes to ensure alignment.

Harry A. Merritt

Harry.Merritt@gmail.com | (607) 422-1314 | Corning, NY

Corning Incorporated

Manufacturing Controller – Life Sciences – Tewksbury, MA

Jan 2018 – Feb 2020

Regional Manufacturing Controller – Life Sciences – Tewksbury, MA

Sep 2016 – Dec 2017

- Finance leader overseeing 7 international manufacturing facilities & a large global finance team.
- Responsible for key strategic manufacturing projects driving > \$50M of annual cost reduction & enabling \$100M of sales growth.
- Performed in-depth financial analysis of plant and business KPIs, metrics, and variances monthly to identify action plans and develop reporting for senior leadership.
- Eliminated unexpected variances to forecast through deployment of weekly pulse reporting.
- Achieved clean audit reports in all locations by performing site reviews & continuous learning.

Plant Controller – Life Sciences – Oneonta, NY & Union City, CA

Mar 2015 – Sep 2016

- Key member of the plant leadership team, actively participating on plant decisions & strategy.
- Enhanced the accuracy and timeliness of management reporting, spending control, and forecasting processes through identification of data sources, automating data pulls, and development of repeatable financial models.
- Partnered with IT to deploy an Analysis Cube that provides real-time transparency to department and project spending across the Division.
- Implemented improved control procedures surrounding capital management, supply chain system access reviews, budget monitoring and inventory.

Manager – Internal Controls & Compliance – Corning, NY

Oct 2011 – Mar 2015

- Supervised internal audit team of 5 auditors executing audits across global organization.
- Leveraged LEAN model to achieve audit fee savings of \$10M.
- Led the Shared Services business process re-design and optimization initiative.
- Reduced number of key controls by 50% through a global control optimization and standardization project to adopt new PCAOB guidance and COSO 2013 standards.
- Enhanced the design of SOX internal control processes resulting in a significant reduction in audit observations and, specifically, recurring audit deficiencies.

PAETEC Corporation, Senior Auditor – Rochester, NY

May 2010 – Oct 2011

Ernst & Young LLP, Senior Auditor – Rochester, NY

Sep 2007 – May 2010

- Led planning, execution, and reporting of IT/business process audits related to Sarbanes Oxley.
- Identified process weaknesses through value added audits of accounts payables, general ledger, and commissions' processes by building & executing custom analytics in the ACL software suite.
- Measured and reported the risks presented by newly acquired entities to management in performing control gap analysis, scoping of key systems, and educating the entity's management.

Certification / Education

Certified Public Accountant of the State of New York (Inactive)

Rochester Institute of Technology, Rochester, NY

Bachelor of Science, Accounting, Highest Honors, 2007