

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
PRESENTED MARCH 21, 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. Consent Agenda - (Barb) - Vote
 - Feb. minutes
 - Feb. budgets
4. Director's report - (Pauline)
5. Finance (Jeff)
 - a. Building budget transfer Resolution (Jeff)
6. State Report- (Pauline/Jeff)
7. Sustainability Update- statement/Q&A's

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:
- APRIL 18TH 4:30-5:30

Account Balances: Checking, Savings, Investments & Loans
As of 1/31/2024

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 427,640
CORNING CREDIT UNION: Operational Reserve	\$ 94,432
COMMUNITY BANK:	
- Capital Reserve :	\$ 102,919
- Construction Grant Funds:	\$ 13,800
TOTAL BANK BALANCE	\$ 638,791

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$3,269,516	\$3,250,366
CHARLES SCHWAB (ENDOWMENT)	\$3,335,605	\$3,316,531
INVESTMENT TOTAL		\$ 6,566,897

TOTAL ALL ACCOUNTS	\$ 7,205,688
---------------------------	---------------------

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 12/31/2023)	
LIBRARY SERVICE FUND	\$ 1,023,471

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

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 244,072
CORNING CREDIT UNION: Operational Reserve	\$ 94,507
COMMUNITY BANK:	
- Capital Reserve :	\$ 106,820
- Construction Grant Funds: funds transferred to Cap. Reserve	\$ -
TOTAL BANK BALANCE	\$ 445,399

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$3,250,366	\$3,313,113
CHARLES SCHWAB (ENDOWMENT)	\$3,316,531	\$3,381,257
INVESTMENT TOTAL		\$ 6,694,370

TOTAL ALL ACCOUNTS	\$ 7,139,768
---------------------------	---------------------

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 12/31/2023)	
LIBRARY SERVICE FUND	\$ 1,023,471

Southeast Steuben County Library
Budget vs. Actuals
January - February, 2024

	Feb 2024			Jan-Feb 2024			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
Income							
4000 Public Funds			0	455,560	455,560	0	911,119
4100 Grants/Donations	5,730	23,723	-17,993	80,729	90,573	-9,844	228,220
4300 Service Fees	1,459	1,225	234	3,073	2,450	623	15,000
4400 Other Revenue		750	-750	0	1,500	-1,500	7,650
4500 Other Income		0	0	0	0	0	33,785
Total Income	\$ 7,189	\$ 25,698	-\$ 18,509	\$ 539,361	\$ 550,083	-\$ 10,722	
Gross Profit	\$ 7,189	\$ 25,698	-\$ 18,509	\$ 539,361	\$ 550,083	-\$ 10,722	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
							1,557,370
Expenses							
5000 Payroll	61,305	92,613	-31,308	126,173	154,345	-28,172	800,065
5100 Payroll Taxes, Benefits, & Ins.	10,965	15,131	-4,166	27,507	34,303	-6,796	174,891
6000 Facilities	8,001	7,875	126	25,359	22,900	2,459	194,385
7000 Library Materials/Services	14,005	101,864	-87,859	116,555	119,439	-2,884	238,339
7200 Library Programs	2,201	3,275	-1,074	4,012	5,800	-1,788	31,120
8000 Administration & General	2,173	3,090	-917	5,856	8,045	-2,189	79,850
8100 Other Expense	22	500	-478	98	700	-602	9,500
8300 Capital	1,480	1,500	-20	2,960	3,000	-40	29,220
Total Expenses	\$ 100,153	\$ 225,848	-\$ 125,695	\$ 308,520	\$ 348,532	-\$ 40,012	1,557,370
Net Operating Income	-\$ 92,964	-\$ 200,150	\$ 107,186	\$ 230,841	\$ 201,551	\$ 29,290	
Net Income	-\$ 92,964	-\$ 200,150	\$ 107,186	\$ 230,841	\$ 201,551	\$ 29,290	

Southeast Steuben County Library

Budget vs. Actuals

January - February, 2024

	Feb 2024			Jan-Feb 2024			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
Income							
4000 Public Funds							
4005 Tax Levy		0	0	455,560	455,560	0	911,119
Total 4000 Public Funds	\$ 0	\$ 0	\$ 0	\$ 455,560	\$ 455,560	\$ 0	911,119
4100 Grants/Donations							
4110 County Grants		20,973	-20,973	0	20,973	-20,973	20,973
4111 NYS Grants							7,147
4120 Other Grants	1,000	1,000	0	1,000	1,000	0	12,500
4130 Fund Raising/Donations	373	250	123	694	500	194	3,000
4140 Memorials/Honors	150	0	150	281	0	281	1,000
4150 Friends of the Library				0	0	0	47,000
4155 Annual Appeal	4,206	1,000	3,206	12,440	3,000	9,440	65,000
4165 Corning Enterprises				25,750	25,750	0	25,750
4185 Matching Funds		500	-500	2,713	1,500	1,213	8,000
4190 Community Foundation				37,850	37,850	0	37,850
Total 4100 Grants/Donations	\$ 5,730	\$ 23,723	-\$ 17,993	\$ 80,729	\$ 90,573	-\$ 9,844	228,220
4300 Service Fees							
4310 Fees	1,042	825	217	2,278	1,650	628	10,000
4320 Copier Fees	417	400	17	794	800	-6	5,000
Total 4300 Service Fees	\$ 1,459	\$ 1,225	\$ 234	\$ 3,073	\$ 2,450	\$ 623	15,000
4400 Other Revenue							
4401 HS Learning Center PR reimburse		750	-750	0	1,500	-1,500	7,650
Total 4400 Other Revenue	\$ 0	\$ 750	-\$ 750	\$ 0	\$ 1,500	-\$ 1,500	7,650
4500 Other Income							
4510 EDC cash transfer		0	0	0	0	0	33,785
Total 4500 Other Income	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	33,785
Total Income	\$ 7,189	\$ 25,698	-\$ 18,509	\$ 539,361	\$ 550,083	-\$ 10,722	
Gross Profit	\$ 7,189	\$ 25,698	-\$ 18,509	\$ 539,361	\$ 550,083	-\$ 10,722	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
							1,557,370

PE any word on

recvd a ck 3/4 \$

Southeast Steuben County Library
Budget vs. Actuals
 January - February, 2024

	Feb 2024			Jan-Feb 2024			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
Expenses							
5000 Payroll							
5010 Wages	60,639	91,773	-31,134	124,941	152,955	-28,014	795,365
5020 Payroll Service	666	840	-174	1,232	1,390	-159	4,700
Total 5000 Payroll	\$ 61,305	\$ 92,613	-\$ 31,308	\$ 126,173	\$ 154,345	-\$ 28,172	800,065
5100 Payroll Taxes, Benefits,& Ins.							
5110 Retirement	1,881	2,915	-1,034	1,614	4,855	-3,241	25,250
5112 Retirement Fees		0	0	0	0	0	8,000
5120 FICA/Medicare	4,518	6,925	-2,407	9,317	11,540	-2,223	60,000
5130 Insurance-Worker's Comp.		0	0	1,403	1,600	-197	6,400
5140 Insurance-Disability	-49	0	-49	-124	0	-124	800
5145 Paid Family Leave	-226	0	-226	-578	0	-578	1,000
5150 Insurance-Medical Ins.	4,659	5,000	-341	8,790	10,000	-1,210	62,000
5152 Insurance-Dental	-53	291	-344	1,796	582	1,214	3,500
5153 HSA	235	0	235	3,500	4,000	-500	4,000
5160 Insurance-Unemployment		0	0	670	615	55	2,460
5163 Insurance-Life		0	0	378	370	8	740
5165 Employee Assist. Prog.		0	0	741	741	0	741
Total 5100 Payroll Taxes, Benefits,& Ins.	\$ 10,965	\$ 15,131	-\$ 4,166	\$ 27,507	\$ 34,303	-\$ 6,796	174,891
6000 Facilities							
6020 Cleaning	2,413	2,500	-87	7,026	5,000	2,026	37,000 \$2,200 accrual
6030 Maintenance & Repair-Building	4,777	0	4,777	6,244	500	5,744	44,385
6060 Utilities	110	5,000	-4,890	4,769	9,200	-4,431	52,000
6070 Maintenance Contracts	701	375	326	1,026	700	326	34,000
6080 Insurance - Library		0	0	4,313	4,500	-187	18,000
6085 Insurance-Upstairs		0	0	1,982	3,000	-1,018	9,000
Total 6000 Facilities	\$ 8,001	\$ 7,875	\$ 126	\$ 25,359	\$ 22,900	\$ 2,459	194,385

Southeast Steuben County Library
Budget vs. Actuals
 January - February, 2024

	Feb 2024			Jan-Feb 2024			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
7000 Library Materials/Services							
7010 Books	3,271	3,000	271	5,799	5,500	299	36,000
7015 Memorial/Honor Books	223	0	223	405	0	405	1,000
7020 Periodicals	321	500	-179	1,747	2,000	-253	5,000
7030 Audio-visuals	521	300	221	758	300	458	5,000
7036 Digital Content	2,765	35,000	-32,235	37,359	37,000	359	60,000
7040 Electronic Resources	4,070	4,000	70	11,070	11,000	70	14,000
7043 Computer Equipment		2,500	-2,500	0	3,000	-3,000	5,000
7044 IT Contracts-Public Computers	2,254	2,250	4	4,507	4,500	7	27,000
7045 Public Internet	110	1,000	-890	869	2,000	-1,131	13,000
7046 Computer Software & Access.		50	-50	292	150	142	2,500
7047 Copier Expense-Public		100	-100	0	150	-150	1,200
7050 Cost Share Fees		52,139	-52,139	52,319	52,139	180	52,139
7070 Library Supplies	406	575	-169	1,126	1,150	-24	7,000
7075 Book Processing Fees	66	450	-384	303	550	-247	4,500
7080 Library Furnishings		0	0	0	0	0	5,000
Total 7000 Library Materials/Services	\$ 14,005	\$ 101,864	-\$ 87,859	\$ 116,555	\$ 119,439	-\$ 2,884	238,339
7200 Library Programs							
7210 Children's Programs	127	2,000	-1,873	955	2,400	-1,445	7,120
7215 Y/A Programs	707	500	207	967	1,000	-34	7,000
7220 Volunteer's		0	0	0	0	0	750
7225 Adult Programs	466	100	366	548	400	148	5,250
7235 Coffee Tea & English		0	0	150	200	-50	750
7240 Grant Programs		0	0	0	500	-500	2,500
7241 Digital Literacy Program	699	300	399	1,040	550	490	3,500
7242 Outreach Programs	150	300	-150	300	600	-300	3,500
7275 Program Mileage Expense	53	75	-22	53	150	-97	750
Total 7200 Library Programs	\$ 2,201	\$ 3,275	-\$ 1,074	\$ 4,012	\$ 5,800	-\$ 1,788	31,120

Southeast Steuben County Library
Budget vs. Actuals
 January - February, 2024

	Feb 2024			Jan-Feb 2024			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
8000 Administration & General							
8005 Advertising	7	250	-243	15	350	-335	5,000
8010 Bank Fees	101	100	1	154	200	-46	1,350
8015 Collection Fees		70	-70	103	130	-27	750
8017 Dues/Memberships		100	-100	443	550	-107	2,500
8025 Insurance - Liability Director		0	0	1,393	1,300	93	6,000
8041 Computer Software & Access.		1,000	-1,000	479	1,025	-546	5,000
8043 Copier Expense-Office	589	500	89	589	800	-211	5,600
8046 Postage	435	0	435	435	350	85	1,000
8050 Professional-Audit/Actg		0	0	0	0	0	17,000
8062 IT Contracts	563	560	3	1,127	1,120	7	7,000
8063 Computer Equipment		0	0	0	0	0	2,000
8065 Professional-Legal		0	0	0	0	0	5,000
8070 Supplies-Office	271	300	-29	697	1,800	-1,103	5,000
8080 Telephone	206	210	-4	412	420	-8	3,000
8082 Internet		0	0	0	0	0	400
8083 Web Design/Maintenance		0	0	0	0	0	10,250
8085 Training/Conferences		0	0	10	0	10	3,000
Total 8000 Administration & General	\$ 2,173	\$ 3,090	-\$ 917	\$ 5,856	\$ 8,045	-\$ 2,189	79,850
8100 Other Expense							
8130 Miscellaneous	22	500	-478	98	700	-602	5,000
8195 Fund Raising		0	0	0	0	0	1,500
8198 Scholarship		0	0	0	0	0	3,000
Total 8100 Other Expense	\$ 22	\$ 500	-\$ 478	\$ 98	\$ 700	-\$ 602	9,500
8300 Capital							
8345 HVAC Loan	1,480	1,500	-20	2,960	3,000	-40	11,220
8347 EIDL Loan		0	0	0	0	0	18,000
Total 8300 Capital	\$ 1,480	\$ 1,500	-\$ 20	\$ 2,960	\$ 3,000	-\$ 40	29,220
Total Expenses	\$ 100,153	\$ 225,848	-\$ 125,695	\$ 308,520	\$ 348,532	-\$ 40,012	1,557,370
Net Operating Income	-\$ 92,964	-\$ 200,150	\$ 107,186	\$ 230,841	\$ 201,551	\$ 29,290	
Net Income	-\$ 92,964	-\$ 200,150	\$ 107,186	\$ 230,841	\$ 201,551	\$ 29,290	

Southeast Steuben County Library Profit & Loss Budget Performance

February 2024

	Feb 24	Budget	Jan - Feb 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5100 Rental Income	4,300.61	4,300.61	8,601.22	8,601.22	51,607.32
Total Income	4,300.61	4,300.61	8,601.22	8,601.22	51,607.32
Gross Profit	4,300.61	4,300.61	8,601.22	8,601.22	51,607.32
Expense					
Administrative					
Insurance	0.00	0.00	0.00	0.00	8,000.00
Management Fee	1,200.00	1,200.00	2,400.00	2,400.00	14,400.00
Miscellaneous	9.18	25.00	12.20	50.00	300.00
Total Administrative	1,209.18	1,225.00	2,412.20	2,450.00	22,700.00
Custodial					
Contracted Services	0.00	0.00	0.00	0.00	7,350.00
Supplies	594.19	241.68	594.19	483.36	2,900.00
Total Custodial	594.19	241.68	594.19	483.36	10,250.00
Interest Expense	0.00	0.00	0.00	0.00	7,200.00
Repairs and Maintenance					
Elevator Contract OTIS	0.00	0.00	0.00	0.00	7,350.00
Elevator Maintenance	0.00	0.00	0.00	2,000.00	2,900.00
Emergency Equipment	4,888.63	5,000.00	5,033.74	5,150.00	6,980.00
General Repairs/Maint	3,621.50	667.00	1,627.00	1,330.00	8,000.00
HVAC Contract TRANE	0.00	0.00	0.00	0.00	8,000.00
HVAC Repairs	0.00	0.00	0.00	0.00	5,500.00
Repairs and Maintenance - Other	137.00	0.00	137.00	0.00	1,496.34
Total Repairs and Maintenance	8,647.13	5,667.00	6,797.74	8,480.00	40,226.34
Services					
Landscaping	0.00	0.00	0.00	0.00	3,000.00
Security Johnson Controls	0.00	0.00	0.00	0.00	1,500.00
Snow Removal	2,130.00	1,150.00	2,130.00	2,300.00	4,500.00
Total Services	2,130.00	1,150.00	2,130.00	2,300.00	9,000.00
Utilities					
Electric	0.00	0.00	0.00	0.00	0.00
Natural Gas	0.00	0.00	0.00	0.00	0.00
Sewer	0.00	0.00	0.00	0.00	0.00
Telephone Expense	0.00	0.00	0.00	0.00	0.00
Trash Removal	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00	0.00	0.00
Total Expense	12,580.50	8,283.68	11,934.13	13,713.36	89,376.34
Net Ordinary Income	-8,279.89	-3,983.07	-3,332.91	-5,112.14	-37,769.02
Net Income	-8,279.89	-3,983.07	-3,332.91	-5,112.14	-37,769.02

Southeast Steuben County Library

Balance Sheet

03/06/24

As of February 29, 2024

Accrual Basis

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	1,176.90
Total Checking/Savings	1,176.90
Accounts Receivable	
Accounts Receivable	11,295.69
Total Accounts Receivable	11,295.69
Total Current Assets	12,472.59
TOTAL ASSETS	12,472.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,830.68
Total Accounts Payable	4,830.68
Other Current Liabilities	
2120 - Deferred Rental Revenue	7,486.51
Due to/from Library	30,000.00
Total Other Current Liabilities	37,486.51
Total Current Liabilities	42,317.19
Total Liabilities	42,317.19
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-3,332.91
Total Equity	-29,844.60
TOTAL LIABILITIES & EQUITY	12,472.59



BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
FEBUARY MONTHLY REPORT
PRESENTED THURSDAY MARCH 21, 2024**

	FEB. 2024	<i>FEB 2023</i>	YTD 2024	<i>YTD 2023</i>
Patrons	11,349	9,611	22,277	18,584
Children's program attendance	1,719	1,489	3,748	2,892
YA program attendance	87	39	164	124
Adult program attendance	318	407	816	855
Circulation	11,285	10,961	22,443	21,444
PC use	632	572	1,183	1,121
Digital Literacy	326	272	794	692
Wifi*	5,220	4,172	10,738	8,481
Creation Station	20	11	37	19
Digital circulation	5,735	4,294	11,711	8,494
Databases	211	376	429	740

Children's Stats for February 2024

In House

Tween Time (Sue)

4 programs

29 attendees

Artful Storytime (Angel)

3 programs

18 attendees

Artsy Kids (Angel)

6 programs

67 attendees

Snowman Painting (Sue and Angel)

1 program

29 attendees

Take Your Child to the Library Day (Sue, Kelly and volunteers)

1 program

174 attendees

Skate n' Flick (Sue in partnership with City Parks and Rec)

1 skating program

94 attendees

1 movie program

70 attendees

Babysitting Class (Sue and instructor)

1 program

10 attendees

MiniMaker (Angel)

1 program

11 attendees

Archaeology 101 (Sue and Binghamton University)

1 program

40 attendees

Brick by Brick (Sue)

1 program

60 attendees

Leap Day Scavenger Hunt (all children's staff)

1 program

20 attendees

Storytime with Miss Sue (Sue)

4 programs

162 attendees

Miss Sue's Preschool Storytime (Sue)

4 programs

143 attendees

Winfield Kindergarten field trips (Sue, continuation of their Rockwell Native American field trip, they do lunch here then Native American Stories and craft)

2 programs

39 attendees

Hooked on Books Book Club (Sue)

3 programs

18 attendees

Crafty Corning (Angel)

4 programs

63 attendees

Severn Kindergarten field trips (Sue, continuation of their Rockwell Native American field trip, they do lunch here then Native American Stories and craft)

4 programs

88 attendees

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

5 programs

209 attendees

Family BINGO and Dinner (Sue)

1 program

44 attendees

Sue's Outreach

Lil' Rockwell (Sue with partnership with The Rockwell Museum)

1 program

33 attendees

Head Start at Stewart Park

1 program

13 attendees

Once Upon a Time

1 program

26 attendees

Carder Kindergarten

2 programs

68 attendees

Head Start at Carder

1 program

15 attendees

Erwin Valley Kindergarten

4 programs

77 attendees

Kingsway Academy

1 program

42 attendees

Head Start at Smith

1 program

21 attendees

Head Start at Gregg

1 program

17 attendees

Head Start at Winfield

1 program

19 attendees

Children's Department Totals

63 programs

1,719 attendees

End Notes

279 Reference Questions

TEEN STATS Feb. 2024

ATLAS (At the Library After School)

Total Sessions:

1 synchronous, in-person

Total Attendees:

9 synchronous, in-person

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

Total Sessions:

3 synchronous, in-person

Total Attendees:

19 synchronous, in-person

Dungeons & Dragons

Total Sessions:

4 synchronous, in-person

Total Attendees:

23 synchronous, in-person

CPP Middle School Book Clubs

Total Sessions:

3 synchronous, in-person

Total Attendees:

36 synchronous, in-person

Totals Total Sessions/Presentations: 11

Total Attendees/Views: 87

Teen Tones Webpage

84 views

Teen Instagram

103 followers

VOLUNTEERS COUNTS

For the month of February 2024

Number of Volunteers: 90

Total Volunteer Hours: 372.25

Average Hours/Volunteer: 4.14

FEBRUARY 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	26	171	9	35
Com. Small	12	41	3	15
Com. Large	7	45	8	15
Com. Full	3	50	3	6
Totals	48	307	23	71

Items weeded 185

Items added 306

Collection total 133,677

Patron Registration 109

Fees

Friends \$441.46

Reference questions ref 582 and circ. 445 children 279 = 1,306

Adult Services Report, February 2024

Services

There were a total of **582 reference questions** answered at the reference desk and **445 reference questions** were recorded at the circulation desk in February.

Total Reference Questions Recorded: 1,027

Computer Usage In-House by Municipality

Caton: 3

Town of Corning: 20

City of Corning: 127

Campbell: 11

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

Hornby: 8

Lindley: 0

Other NY: 18

Out of State: 0

Adult Program Attendance: **318 people**

Number of Programs: **32 programs**

February Outreach Stats from Lori –

Books by Mail:

Date	# circulated	# returned
2/9/2024	4	
2/16/2024		2
2/19/2024	4	4
2/21/2024	6	
2/28/2024		3

totals	14	9
--------	----	---

This represents 4 patrons.

No Books on Wheels

Heritage Quest Usage: 110 unique searches in February 2024

Library Speakers Consortium Author Talks

February 1 – 29, 2024

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
19	13	526	530	543

Event	Date	Registrations	Live Views	Archival Views	Total Views
Spice, Spirit, and Swoon–A Guaranteed Happily Ever After with Rom-Com Author Tessa Bailey	2024-02-09	1	1	9	10
Exploring Identity, Love, and Being Black in America in Fiction Writing: A Conversation with Award-Winning Author Jason Mott	2024-02-20	7	10	12	22
Be a Kick-Ass Boss Without Losing Your Humanity: An Author Talk with Kim Scott	2024-02-28	3	2	6	8

Storymusing Book Reviews

A Mirror Mended by Alix E. Harrow - **6 views**

Total blog views for February: **2,162 views**

Books Sandwiched In

Wednesdays at 12:10 PM in person and via Zoom

2/7/24 *The Art Thief* by Michael Finkel presented by: 40 + 7 = 47 people

Video views: 27

Scrabble

Tuesdays at 1 pm

2/6: 6 people

2/13: 0 people

2/20: 4 people

2/27: 7 people

Mah Jongg

Wednesdays at 1 pm

2/7: 11 people

2/14: 13 people

2/21: 11 people

2/28: 15 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.

2/7: 13 people

2/14: closed

2/21: 13 people

2/28: 16 people

Sticky Notes Thematic Book Club

No meeting in February

February Creation Station Stats from Kayla

Makerspace Usage

18 independent uses

2 training sessions - 2 attendees

Tools Used:

4- 3D Printing

2- Sewing

14- General Tools

Total Sessions: 20

2 -3D Print Requests, about 17 hours of print time

Crafting with Kimberly 1 session: **27 attendees**

5th Grade Field Trip- 3D Printing Demo 1 session: 76 attendees

From Maryalice

Thu 3/7/2024 11:26 AM

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

29 people participated in the 4 in-person sessions of the VOCABULARY class representing 5 countries (Russia, Pakistan, Algeria, India, and Brazil). We practiced listening skills (Geneva Conventions), writing and editing skills, the many uses of the word GET, and completed exercises from the language game *Word Up*.

31 people participated in the 4 in-person sessions of the CONVERSATION group representing 5 countries (Russia, Thailand, Algeria, India, and Brazil). We

discussed leadership qualities, relationships, winter activities, and played Apples to Apples, Jr.

25 people participated in the 4 virtual sessions of the BOOK CLUB representing 6 countries (France, China, India, **Pakistan**, Algeria, and Russia) to continue our discussions of ***The Thursday Murder Club*** by Richard Osman. We read about 10 pages per week.

Mon 3/4/2024 2:02 PM

February 2024 Volunteer & Staff Zoom Summary

25 people met over 4 weekly Zoom sessions in February 2024 to discuss articles about a library challenge in Blue Hill, Maine; the need for and the challenge of renaming bird species; love Letters between Robert and Elizabeth Barrett Browning; the real person behind ***The Personal Librarian*** by Marie Benedict (book & obit); the impact of the absence of comfortable chairs in bookstores; how the Norman invasion brought patriarchy to England; to end or not to end a sentence with a preposition; and to talk about what we're currently reading.

Digital Stats from Linda

Stats: February 2024

Hoopla Stats

No. Patrons Who Borrowed Content	302
New Patron Accounts	36
No. Circulated Titles	1,200
	\$2,764.8
Funds Spent in month	7

**Breakdown of Hoopla Funds Spent in
2024**

Jan-24	\$2,638.1 0
Feb-24	\$2,764.8 7
Mar-24	
Apr-24	
May-24	
Jun-24	
Jul-24	
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	
Total of Funds Spent 2024 Through End of Last Month	\$5,402.9 7

**Breakdown of Hoopla Circulated
Items**

	Formats	Cost	Number of Format Checkouts
		\$1,723.6	
	eAudiobooks	3	649
	Binge Passes	\$31.89	11

Digital Comic	\$125.69	83	
eBooks	\$440.57	222	
Digital Movies	\$168.50	76	
Digital Music	\$98.35	65	
Digital TV Shows	\$176.24	94	
	\$2,764.8		Total
Total Cost	7	1200	Circulations

Programs

Book Club for Adults	12
Tech Appointments	2

Blog Stats

Tech & Book Talk Views	371
Corning NY History Views	549
Creation Stationary Views	46
SSL Book Club for Adults Views	40
Total	1006

Mango Sessions	87
----------------	----

Overdrive

Overdrive Checkouts	3,208
OWWL Checkouts	121
FLLS Checkouts	101
Magazines (formerly RB Digital)	1,105

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	322 +
Basic Computer Help	190
Multimedia	95
Research Training	20
Workforce Development	4
Tech Coaching Sessions	13 + (Kayla 2 + Linda 2) = 17

Lynda / LinkedIn Learning

February log-ins	14
Total hours of content viewed	22

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	Onsite	Live		17 in 3 sessions
Mah Jongg Wednesdays	Onsite	Live		50 in 4 sessions
Corning Area Writers Group Wednesdays	Onsite	Live		42 in 3 sessions
Coffee Tea & English Vocab	Onsite	Live		29 people in 4 sessions
Coffee Tea & English Conversation	Onsite	Live		31 in 4 sessions
Coffee Tea & English Book Club	Virtual	Live	Zoom	25 in 4 sessions
Volunteer & Staff	Virtual	Live	Zoom	25 people in 4 sessions
Adult Book Club	Onsite	Live		12 people in 1 session
Sticky Notes	Virtual	Live	Zoom	No session

Thematic Book Club				
Library Consortium Speakers	Virtual	Live	LSC	13 people for 3 sessions
LSC video views				526
Books Sandwiched In	Offsite	Live		47 people in 1 sessions
Books Sandwiched In Video Views	Virtual	Recorded	Youtube	24 views
Crafting with Kimberly	Onsite	Live		27 people in 1 session
Crafting with Kimberly : Needle Felting video	Virtual	Recorded	Youtube	36 views

LIBRARY/EDC BUILDING BUDGET TRANSFER RESOLUTION 1st Quarter, 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 March 21, 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.

The library approves the transfer of \$8,250 from the SSCL library's Capital Reserve account held at Community Bank, Corning NY. to the Library's Building account held at Chemung Canal, Corning NY. The funds transferred are for anticipated operational building costs.

WITNESS my hand as Secretary of the Corporation this March 21, 2024

Jamie Curtis
Secretary

Southeast Steuben County Library

Annual Report For Public And Association Libraries - 2023

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7800571580	7800571580
1.2	Library Name	SOUTHEAST STEUBEN COUNTY LIBRARY	SOUTHEAST STEUBEN COUNTY LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Corning	Corning
1.6	Beginning Fiscal Reporting Year	01/01/2023	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2023	12/31/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023	01/01/2022

1.12	Ending <u>Local</u> Fiscal Year	12/31/2023	12/31/2022
1.13	Address Status	00 (for no change from previous year)	00
1.14	Street Address	300 CIVIC CENTER PLAZA SUITE 101	300 CIVIC CENTER PLAZA SUITE 101
1.15	City	CORNING	CORNING
1.16	Zip Code	14830	14830
1.17	Mailing Address	300 CIVIC CENTER PLAZA SUITE 101	300 CIVIC CENTER PLAZA SUITE 101
1.18	City	CORNING	CORNING
1.19	Zip Code	14830	14830
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 936-3713	(607) 936-3713
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 936-1714	(607) 936-1714
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	emeryp@stls.org	emeryp@stls.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.ssclibrary.org	www.ssclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	33,335	33,335
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	7/14/2000	7/14/2000

1.30	Date the library was last registered	12/29/2003	<i>12/29/2003</i>
1.31	Federal Employer Identification Number	510244406	<i>510244406</i>
1.32	County	STEUBEN	<i>STEUBEN</i>
1.33	School District	Corning-Painted Post	<i>Corning-Painted Post</i>
1.34	Town/City	City of Corning	<i>City of Corning</i>
1.35	Library System	Southern Tier Library System	<i>Southern Tier Library System</i>

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name n/a

1.36b President/CEO Phone Number n/a

1.36c President/CEO Email n/a

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager Pauline *Pauline*

1.38 Last Name of Library Director/Manager Emery *Emery*

1.39 NYS Public Librarian Certification Number 23711 *23711*

1.40 What is the highest education level of the library manager/director? Master's Degree *Master's Degree*

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y *Y*

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y *Y*

1.43 E-mail Address of the Director/Manager emeryp@stls.org *emeryp@stls.org*

1.44 Fax Number of the Director/Manager (607) 936-1714 *(607) 936-1714*

1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y *Y*

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

Y	Y
---	---

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	Corning Painted Post School District	<i>Corning Painted Post School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2023)	05/16/2023	<i>05/17/2022</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))	<i>school district ballot proposition (Ed. Law Â§259(1)(a))</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$888,456	<i>\$867,997</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$22,663	<i>\$20,459</i>
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$911,119	<i>\$888,456</i>

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.49.	N	N
------	---	---	---

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A

3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	N
------	---	---	---

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	21,251	22,312
2.2	Adult Non-fiction Books	41,732	45,189
2.3	Total Adult Books (Total questions 2.1 & 2.2)	62,983	67,501
2.4	Children's Fiction Books	12,900	13,182
2.5	Children's Non-fiction Books	4,009	4,384
2.6	Total Children's Books (Total questions 2.4 & 2.5)	16,909	17,566
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	79,892	85,067

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	561	483
2.10	All Other Print Materials	26	26
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	587	509
2.12	Total Print Materials (Total questions 2.7 and 2.11)	80,479	85,576

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	27,702	29,877
2.14	Local Electronic Collections	5	5
2.15	NOVEL _{NY} Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20	20
2.17	Audio - Downloadable Units	14,559	7,724
2.18	Video - Downloadable Units	2,238	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	5,144	4,484
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	49,663	42,105

Non-Electronic Materials

2.21	Audio - Physical Units	4,506	4,695
2.22	Video - Physical Units	13,416	14,218
2.23	Other Circulating Physical Items	573	577
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	18,495	19,490

Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	148,637	147,171
------	---	---------	---------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	2,119	2,595
2.27	All Other Print Materials	432	418
2.28	Electronic Materials	5,563	5,153
2.29	All Other Materials	268	318
2.30	Total Additions (Total questions 2.26 through 2.29)	8,382	8,484

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	137,790	111,620
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	17,884	16,769
3.3	Registered non-resident borrowers	784	698

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y

3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
3.15 - If so, what do you have? If no, go to next question			
	screen reader, such as JAWS, Windoweyes or NVDA	Yes	Yes
	refreshable Braille commonly referred to as a refreshable Braille display	Yes	Yes
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	Yes	Yes
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	211	337
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	5,757	4,388
3.18a	Number of Sessions Targeted at Children Ages 6-11	317	87
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	5,808	5,233
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	155	77
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	1,380	587
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	410	395
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	5,466	3,179
3.21a	Number of General Interest Program Sessions	0	0
3.21b	Attendance at General Interest Program Sessions	0	00
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	1,093	896
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	18,411	13,387
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	779	709

3.24b	Total Live Onsite Program Attendance	5,260	3,469
3.25a	Total Live Offsite Program Sessions	211	114
3.25b	Total Live Offsite Program Attendance	8,075	4,972
3.26a	Total Live Virtual Program Sessions	103	73
3.26b	Total Live Virtual Program Attendance	5,076	4,946
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	1,093	
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	18,411	
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	55	67
3.30	Total Views of Prerecorded Program Presentations within 30 Days	522	1,660
3.31	One-on-One Program Sessions	3,439	2,132
3.32	Attendance at One-on-One Program Sessions	3,439	3,150

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	Y	Y
3.34	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year
SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	230	205
3.38	Young adults registered for the library's summer reading program	238	16
3.39	Adults registered for the library's summer reading program	90	90
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	558	311
3.41a	Children's program sessions - Summer 2023	85	63
3.41b	Children's program attendance - Summer 2023	6,356	5,386
3.42a	Young adult program sessions - Summer 2023	27	19
3.42b	Young adult program attendance - Summer 2023	218	192
3.43a	Adult program sessions - Summer 2023	64	4
3.43b	Adult program attendance - Summer 2023	536	40
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	176	86
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	7,110	5,618
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1	1
------	--	---	---

3.49	Non-public school(s)	1	1
3.50	Childcare center(s)	0	0
3.51	Summer camp(s)	1	0
3.52	Municipality/Municipalities	2	1
3.53	Literacy provider(s)	1	1
3.54	Other (describe using the State note)	6	3
3.55	Total Collaborators (total 3.48 through 3.54)	12	7

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.		Y
3.57a	Focus on birth - school entry (kindergarten) sessions	0	0
3.57b	Focus on birth - school entry (kindergarten) attendance	0	0
3.58a	Focus on parents & caregivers sessions	0	0
3.58b	Focus on parents & caregivers attendance	0	0
3.59a	Combined audience sessions	209	182
3.59b	Combined audience attendance	5,390	5,008
3.60	Total Sessions	209	182
3.61	Total Attendance	5,390	5,008
3.62	- Collaborators (check all that apply):		
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	Yes	Yes
e.	Other (describe using the State note)	Yes	Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.		<i>Yes</i>
3.64a	Total group program sessions	90	<i>89</i>
3.64b	Total group program attendance	481	<i>475</i>
3.65a	Total one-on-one program sessions	0	<i>0</i>
3.65b	Total one-on-one program attendance	0	<i>0</i>
3.66 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public Schools	Yes	Yes
d.	Other (see instructions and describe using Note)	No	No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y Y for Yes, N for No) If entering no, proceed to the next section.		<i>Y</i>
3.68a	Children's program sessions	0	<i>0</i>
3.68b	Children's program attendance	0	<i>0</i>
3.69a	Young adult program sessions	0	<i>0</i>

3.69b	Young adult program attendance	0	0
3.70a	Adult program sessions	110	86
3.70b	Adult program attendance	1,050	552
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	110	86
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	1,050	552
3.73a	One-on-one program sessions	0	0
3.73b	One-on-one program attendance	0	0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	Yes	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	0	0
3.76b	Total group program attendance	0	0
3.77a	Total one-on-one program sessions	207	308
3.77b	Total one-on-one program attendance	207	308

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	26,498	25,200
4.2	Adult Non-fiction Books	14,842	15,086

4.3	Total Adult Books (Total questions 4.1 & 4.2)	41,340	40,286
4.4	Children's Fiction Books	53,331	43,942
4.5	Children's Non-fiction Books	8,814	8,602
4.6	Total Children's Books (Total questions 4.4 & 4.5)	62,145	52,544
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	103,485	92,830

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	26,801	27,310
4.9	Circulation of Children's Other Materials	8,632	7,494
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	35,433	34,804
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	138,918	127,634

ELECTRONIC USE

4.12	Use of Electronic Material	47,794	42,660
4.13	Successful Retrieval of Electronic Information	6,032	7,168
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	53,826	49,828
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	186,712	170,294
4.16	Total Collection Use (Total questions 4.13 & 4.15)	192,744	177,462
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	70,777	60,038
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	15,879	10,855
------	------------------------------	--------	--------

4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	<i>CT - Annual Count</i>
4.20	Does the library offer virtual reference?	Y	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	17,907	18,042
------	--------------------------	--------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	10,607	9,915
------	--------------------------	--------	-------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	100,270	89,442
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	Y	Y
5.8	Is the library part of a consortium for E-rate benefits?	N	N
5.9	If yes, in which consortium are you participating?	n/a	n/a
5.10	Name of the person responsible for the library's Information Technology (IT) services	CPE IT	<i>CPE IT</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(877) 791-7870	<i>(877) 791-7870</i>
5.12	IT contact's email address	support@cpe-its.com	<i>support@cpe-its.com</i>

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40	40
-----	--	----	----

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	3	3
6.7	Vacant Librarian	0	0
6.8	Library Specialist/Paraprofessional	4	4
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	13	13
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	21.00	21.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$110,387	\$106,141
6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$55,000	\$54,160

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- | | | | |
|----|---|---|---|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y | Y |

7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.00	55.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00	55.00
8.10	Annual Total Hours - Main Library	2,764.00	2,805.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,764.00	2,805.00

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Southeast Steuben County Library	<i>SOUTHEAST STEUBEN COUNTY LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	300 Civic Center Plaza Suite 101	<i>300 CIVIC CENTER PLAZA SUITE 101</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	Corning	<i>CORNING</i>
6.	Zip Code	14830	<i>14830</i>
7.	Phone (enter 10 digits only)	(607) 936-3713	<i>(607) 936-3713</i>
8.	Fax Number (enter 10 digits only)	(607) 936-1714	<i>(607) 936-1714</i>
9.	E-mail Address	emeryp@stls.org	<i>emeryp@stls.org</i>
10.	Outlet URL	www.ssclibrary.org	<i>www.ssclibrary.org</i>
11.	County	Steuben	<i>STEUBEN</i>
12.	School District	Corning-Painted Post SD	<i>Corning-Painted Post SD</i>
13.	Library System	Southern Tier Library System	<i>Southern Tier Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,764	<i>2,805</i>
16.	Number of Weeks This Outlet is Open	52	<i>51</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	539	556
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1973	1973
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2022	2022
25.	Square footage of the outlet	22,600	22,600
26.	Number of Internet Computers Used by General Public	36	42
27.	Number of uses (sessions) of public Internet computers per year	6,935	6,475
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Other (specify using the State note)	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	12 Greater than or equal to 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	12 Greater than or equal to 1 gbps
31.	Internet Provider	Other (specify using the State note)	Other (specify using the State note)
32.	WiFi Access	Password required	Password required
33.	Wireless Sessions	57,264	45,022
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y

36.	Does your outlet have a Makerspace?	Y	Y
37.	<i>LIBID</i>	7800571580	7800571580
38.	<i>FSCSID</i>	NY0088	NY0088
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	10	11
------	---	----	----

NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-15	
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	N/A	
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	15	15
10.5	What is the trustee term length, as stated in your library's charter documents (incorporation) ? If a term length is not stated, please explain in a Note.	3	3

10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	Y	Y
------	---	---	---

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership	<i>EA - board members are elected by the library association membership</i>
------	---	--	---

Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Louise	<i>Louise</i>
3.	Last Name of Board Member	Richardson	<i>Richardson</i>
4.	Mailing Address	36 Tall Meadow	<i>36 Tall Meadow</i>
5.	City	Painted Post	<i>Painted Post</i>
6.	Zip Code (5 digits only)	14870	<i>14870</i>
7.	E-mail address	louiser1@me.com	<i>louiser1@me.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>

16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Kate	<i>Kate</i>
3.	Last Name of Board Member	Paterson	<i>Paterson</i>
4.	Mailing Address	179 Watauga Ave.	<i>179 Watauga Ave.</i>
5.	City	Corning, NY	<i>Corning, NY</i>
6.	Zip Code (5 digits only)	14830	<i>14830</i>
7.	E-mail address	kep@stny.rr.com	<i>kep@stny.rr.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Barbra	<i>Jeffrey</i>
3.	Last Name of Board Member	McLean	<i>Scott</i>
4.	Mailing Address	29 W. 4th St.	<i>42 Houghton Circle</i>
5.	City	Corning	<i>Corning, NY</i>
6.	Zip Code (5 digits only)	14830	<i>14830</i>
7.	E-mail address	bamclean2@gmail.com	<i>scottj@corning.com</i>
8.	Office Held or Trustee	President	<i>Financial Officer</i>
9.	Term Begins - Month	January	<i>January</i>

10.	Term Begins - Year (year)	2023	2022
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Jeffrey	<i>Julie</i>
3.	Last Name of Board Member	Scott	<i>Fromer</i>
4.	Mailing Address	42 Houghton Circle	<i>4226 Hornby Rd. Corning, NY 14830</i>
5.	City	Corning, NY	<i>Hornby NY</i>
6.	Zip Code (5 digits only)	14830	<i>14830</i>
7.	E-mail address	scottj@corning.com	<i>jefromer@gmail.com</i>
8.	Office Held or Trustee	Financial Officer	<i>Vice President</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2023</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Julie	<i>Gail</i>
3.	Last Name of Board Member	Fromer	<i>Bardhan</i>
4.	Mailing Address	4226 Hornby Rd. Corning, NY 14830	<i>2 Pinewood Circle</i>
5.	City	Hornby NY	<i>Corning, NY</i>
6.	Zip Code (5 digits only)	14830	<i>14830</i>
7.	E-mail address	jefromer@gmail.com	<i>gailbardhan@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Gail	<i>Barry</i>
3.	Last Name of Board Member	Bardhan	<i>Nicholson</i>
4.	Mailing Address	2 Pinewood Circle	<i>2 Rosewood Lane</i>
5.	City	Corning, NY	<i>Painted Post</i>
6.	Zip Code (5 digits only)	14830	<i>14870</i>
7.	E-mail address	gailbardhan@gmail.com	<i>barryanninc@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Barry	<i>Geoffrey</i>
3.	Last Name of Board Member	Nicholson	<i>Steenberge</i>
4.	Mailing Address	85 Denison Parkway E. #211	<i>134 W. Hill Terrace</i>
5.	City	Corning	<i>Painted Post, NY</i>
6.	Zip Code (5 digits only)	14883	<i>14870</i>
7.	E-mail address	barryanninc@gmail.com	<i>gcsteenberge@gmail.com</i>

8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2021</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2023</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>No</i>
-----	---	-----	-----------

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
-----	--	-----	------------

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
-----	--	-----	------------

16.	Is this a brand new trustee?	N	<i>Y</i>
-----	------------------------------	---	----------

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Nogaye	<i>Kathy</i>
3.	Last Name of Board Member	Ka-Tandia	<i>Mack</i>
4.	Mailing Address	2249 Spencer Hill Rd.	<i>1209 Caton Rd.</i>
5.	City	Corning	<i>Caton, NY</i>
6.	Zip Code (5 digits only)	14830	<i>14830</i>
7.	E-mail address	nka1@corning-cc.ed	<i>kmack12349@aol.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2022</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2024</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	Y
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Lyndsie	<i>Svetlana</i>
3.	Last Name of Board Member	Guy	<i>Short</i>
4.	Mailing Address	134 E. 4th St.	<i>31 E. 5th St.</i>
5.	City	Corning	<i>Corning, NY</i>
6.	Zip Code (5 digits only)	14830	<i>14830</i>
7.	E-mail address	lyndsieguy@gamil.com	<i>shorts@corning.com</i>
8.	Office Held or Trustee	Vice President	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2020</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2022</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	Y	Y
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Kathryn	<i>Jamie</i>
3.	Last Name of Board Member	Mack	<i>Curtis</i>
4.	Mailing Address	1209 Caton Rd.	<i>166 E. Third St.</i>
5.	City	Caton, NY	<i>Corning, NY</i>
6.	Zip Code (5 digits only)	14830	<i>14830</i>
7.	E-mail address	kmack12349@aol.com	<i>curtisj2@corning.com</i>
8.	Office Held or Trustee	Trustee	<i>Secretary</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2022	<i>2020</i>
11.	Term Expires	December	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2022</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Vacant</i>
2.	First Name of Board Member	Svetlana	<i>N/A</i>
3.	Last Name of Board Member	Short	<i>N/A</i>
4.	Mailing Address	31 E. 5th St.	<i>At-large position</i>
5.	City	Corning, NY	<i>N/A</i>
6.	Zip Code (5 digits only)	14830	<i>N/A</i>
7.	E-mail address	shorts@corning.com	<i>N/A</i>

8.	Office Held or Trustee	Trustee	
9.	Term Begins - Month	January	
10.	Term Begins - Year (year)	2020	N/A
11.	Term Expires	December	N/A
12.	Term Expires - Year (yyyy)	2025	N/A
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	N/A
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	Y	

1.	Status	Filled	<i>Vacant</i>
2.	First Name of Board Member	Jamie	N/A
3.	Last Name of Board Member	Curtis	N/A
4.	Mailing Address	166 E. Third St.	<i>Lindely Rep needed</i>
5.	City	Corning, NY	N/A
6.	Zip Code (5 digits only)	14830	N/A
7.	E-mail address	curtisj2@corning.com	N/A
8.	Office Held or Trustee	Secretary	
9.	Term Begins - Month	January	
10.	Term Begins - Year (year)	2023	N/A
11.	Term Expires	December	N/A
12.	Term Expires - Year (yyyy)	2025	N/A

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	N/A
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	Y	
1.	Status	Vacant	<i>Vacant</i>
2.	First Name of Board Member	N/A	N/A
3.	Last Name of Board Member	N/A	N/A
4.	Mailing Address	Campbell Rep Vacant	<i>Campbell Rep needed</i>
5.	City	N/A	N/A
6.	Zip Code (5 digits only)	N/A	N/A
7.	E-mail address	N/A	N/A
8.	Office Held or Trustee		
9.	Term Begins - Month		
10.	Term Begins - Year (year)	N/A	N/A
11.	Term Expires	N/A	N/A
12.	Term Expires - Year (yyyy)	N/A	N/A
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	N/A	N/A
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?		
1.	Status		<i>Vacant</i>
2.	First Name of Board Member		<i>N/A</i>
3.	Last Name of Board Member		<i>N/A</i>
4.	Mailing Address		<i>At-large position</i>
5.	City		<i>N/A</i>
6.	Zip Code (5 digits only)		<i>N/A</i>
7.	E-mail address		<i>N/A</i>
8.	Office Held or Trustee		
9.	Term Begins - Month		
10.	Term Begins - Year (year)		<i>N/A</i>
11.	Term Expires		<i>N/A</i>
12.	Term Expires - Year (yyyy)		<i>N/A</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.		<i>N/A</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken		<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		<i>N/A</i>
16.	Is this a brand new trustee?		
1.	Status	Vacant	
2.	First Name of Board Member	N/A	
3.	Last Name of Board Member	N/A	
4.	Mailing Address	Lindely Rep vacant	
5.	City	N/A	
6.	Zip Code (5 digits only)	N/A	
7.	E-mail address	N/A	

8. Office Held or Trustee
9. Term Begins - Month
10. Term Begins - Year (year) N/A
11. Term Expires N/A
12. Term Expires - Year (yyyy) N/A
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. N/A
14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee?

1. Status Vacant
2. First Name of Board Member N/A
3. Last Name of Board Member N/A
4. Mailing Address Campbell Rep needed
5. City N/A
6. Zip Code (5 digits only) N/A
7. E-mail address N/A
8. Office Held or Trustee
9. Term Begins - Month
10. Term Begins - Year (year) N/A
11. Term Expires N/A
12. Term Expires - Year (yyyy) N/A

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. N/A
14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee?

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash
Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y Y

Please Note: last year's answers for repeating groups cannot be displayed.

- | | | | |
|----|---|-----------------------------------|---|
| 1. | Source of Funds | School District | <i>School District</i> |
| 2. | Name of funding County, Municipality or School District | Corning Painted Post School Dist. | <i>Corning Painted Post School District</i> |
| 3. | Amount | \$888,456 | <i>\$867,997</i> |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | Y | <i>Y</i> |
| 5. | Written Contractual Agreement | N | <i>N</i> |
| 1. | Source of Funds | School District | <i>School District</i> |

2.	Name of funding County, Municipality or School District	Corning Painted Post School Dist.	<i>Corning Painted Post School District</i>
3.	Amount	\$1,019	<i>\$1,040</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>N</i>
5.	Written Contractual Agreement	N	<i>N</i>

1.	Source of Funds	County	<i>County</i>
2.	Name of funding County, Municipality or School District	Steuben County	<i>Steuben County</i>
3.	Amount	\$20,973	<i>\$20,973</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>
5.	Written Contractual Agreement	Y	<i>Y</i>

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$910,448 *\$890,010*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$10,113	<i>\$10,113</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	,	<i>\$25,022</i>
11.7	Other Cash Grants	\$0	<i>\$0</i>
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$10,113	<i>\$35,135</i>

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	<i>\$0</i>
------	---	-----	------------

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$6,792	\$531,925
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$6,792	\$531,925
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
OTHER RECEIPTS			
11.14	Gifts and Endowments	\$119,482	\$130,785
11.15	Fund Raising	\$73,094	\$80,197
11.16	Income from Investments	\$252,659	\$1,806
11.17	Library Charges	\$17,957	\$13,806
11.18	Other	\$36,728	\$35,261
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$499,920	\$261,855
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,427,273	\$1,718,925
11.21	BUDGET LOANS	\$0	\$0
Transfers / Grant Total			
TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$36,758	\$85,583
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,464,031	\$1,804,508

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$285,634	\$276,283
12.2	Other Staff	\$475,441	\$433,095
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$761,075	\$709,378
12.4	Employee Benefits Expenditures	\$152,497	\$151,178
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$913,572	\$860,556

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$36,585	\$40,106
12.7	Electronic Materials Expenditures	\$73,922	\$54,988
12.8	Other Materials Expenditures	\$4,946	\$39,314
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$115,453	\$134,408

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$34,200	\$14,479
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$34,200	\$14,479

12.16	Other Disbursements for Operation & Maintenance of Buildings	\$115,067	\$134,242
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$149,267	\$148,721

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$9,538	\$9,215
12.19	Telecommunications	\$16,786	\$5,989
12.21	Professional & Consultant Fees	\$59,694	\$54,174
12.22	Equipment	\$22,660	\$45,336
12.23	Other Miscellaneous	\$57,366	\$58,376
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$166,044	\$174,334

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$51,801	\$51,288
-------	--	----------	----------

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$17,762	\$17,762
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$17,762	\$17,762

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$17,762	\$17,762

12.32 TOTAL OPERATING FUND

	DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,413,899	\$1,387,069
--	--	-------------	-------------

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$35,000	\$85,000
12.34	From Other Funds (76OF)	\$0	\$251,806
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$35,000	\$336,806
12.36	Transfer to Other Funds	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$35,000	\$336,806
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,448,899	\$1,723,875
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$15,132	\$80,633
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,464,031	\$1,804,508

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/21/2024	03/16/2023
-------	--	------------	------------

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	04/14/2023	04/17/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2023-12/31/2023	01/01/2022-12/31/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	Y
-------	--	---	---

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$686,140	\$138,983
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$686,140	\$138,983

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$124,192	\$128,148
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$124,192	\$128,148

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$11,725	\$0
------	--------------------------	----------	-----

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$35,000	\$336,806
------	---	----------	-----------

13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$857,057	\$603,937
------	---	-----------	-----------

13.10	NON-REVENUE RECEIPTS	\$0	\$0
-------	-----------------------------	-----	-----

13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$857,057	\$603,937
-------	---	-----------	-----------

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$267,055	\$40,430
-------	---	-----------	----------

13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$1,124,112	\$644,367
-------	--	-------------	-----------

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$389,661	\$317,867
14.2	Incidental Construction	\$222,710	\$59,445

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$612,371	\$377,312
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$356,734	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$969,105	\$377,312
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$155,007	\$267,055
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$1,124,112	\$644,367

15. CENTRAL LIBRARIES

**PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16.
FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY**

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	4.00	4.00
16.2	Total Librarians	8.00	8.00
16.3	All Other Paid Staff	13.00	13.00
16.4	Total Paid Employees	21.00	21.00
16.5	State Government Revenue	\$10,113	\$10,113
16.6	Federal Government Revenue	\$6,792	\$556,947
16.7	Other Operating Revenue	\$499,920	\$261,855
16.8	Total Operating Revenue	\$1,427,273	\$1,718,925
16.9	Other Operating Expenditures	\$367,112	\$374,343

16.10	Total Operating Expenditures	\$1,396,137	\$1,369,307
16.11	Total Capital Expenditures	\$969,105	\$377,312
16.12	Print Materials	80,453	85,550
16.12a	Total Physical Items in Collection	98,948	105,040
16.13	Total Registered Borrowers	18,668	17,467
16.14	Other Capital Revenue and Receipts	\$721,140	\$475,789
16.15	Number of Internet Computers Used by General Public	36	42
16.16	Total Uses (sessions) of Public Internet Computers Per Year	6,935	6,475
16.17	Wireless Sessions	57,264	45,022
16.18	Total Capital Revenue	\$857,057	\$603,937

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	7800571580	7800571580
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	NP	NP
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	MD1	MD1
17.7	FSCS ID	NY0088	NY0088
17.8	SED CODE	800000056342	800000056342
17.9	INSTITUTION ID	800000056342	800000056342

SUGGESTED IMPROVEMENTS

Library Name:	SOUTHEAST STEUBEN COUNTY LIBRARY	<i>SOUTHEAST STEUBEN COUNTY LIBRARY</i>
Library System:	Southern Tier Library System	<i>Southern Tier Library System</i>
Name of Person Completing Form:	Pauline Emery	<i>Pauline Emery</i>
Phone Number:	(607) 936-3713	<i>(607) 936-3713</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Agree	<i>Agree</i>

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

please open the portal sooner

Response has been entered.

SSCL SUSTAINABILITY STATEMENT FOR ADDITIONAL FUNDING

The Southeast Steuben County Library board of trustees must secure financial sustainability to ensure future generations have an equally vibrant and essential library.

Meeting the needs of the community and maintaining facility infrastructure requires financial sustainability. Compared to similar-sized libraries in New York State, our library is grossly underfunded.

A funding proposition will appear on the May 21, 2024 School District ballot, requesting our library be publicly funded at \$1.4 million. It will appear as a separate line item, not associated with the CPP school budget.

For more information call Pauline Emery, Library Director (607)936-3713 X 205

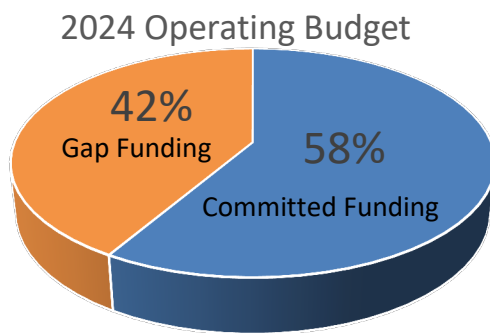
Q and A for Library Proposition

Any questions can be directed to Pauline Emery, Library Director (607) 936-3713 X 205 or emeryp@stls.org.



Q. Why does the library need an increase?

The current library levy covers only 58% of the library's \$1.5 million operational budget. The library must cover the remaining 42%. For nine years, the library has only requested incremental increases. Adequate funding is essential to the sustainability of the library. We must plan for the next generation and plan accordingly to ensure we meet the ever-changing service and material needs of our community, the needs of our building, and the preservation of our endowment.



Q. What is the library asking for?

On December 21, 2023, the Southeast Steuben County Library Board voted to place a proposition on the school district ballot to approve a library levy of \$1,479,119. This would increase the current library levy from \$911,119 to \$1,479,119.

Q. What will this increase mean for taxpayers?

*A home with an assessed value of \$100,000 would pay approximately \$52.86 annually.

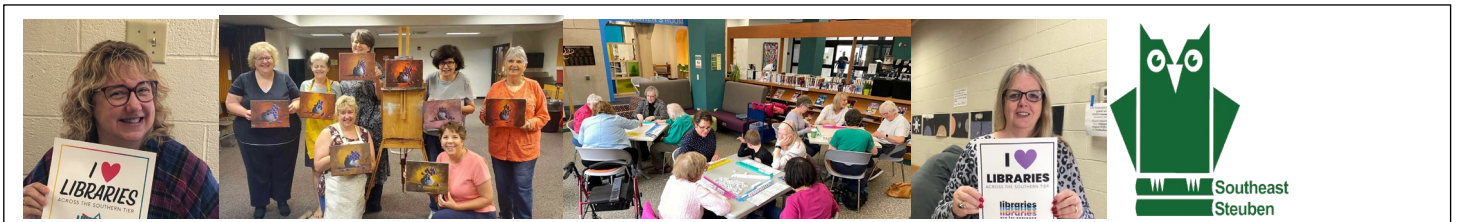
Q. When will the vote take place?

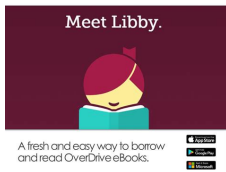
The vote will take place May 21, 2024, and will appear on the Corning Painted Post School District ballot as a Library Levy.

Q. What if the proposition passes?

The Library will be able to: Meet the demands for materials and services, maintain the building, and preserve the endowment while managing the tax burden.

*The tax rate per \$1,000 of assessed valuation varies across municipal lines according to the Equalization Rates set by the NYS Board of Equalization and Assessment. Tax rates shown apply to homes assessed at full value.





Utilize online services!

Q. How will the library let taxpayers know?

The school district is required to submit all formal public notices to the local newspaper. The library will publish its request on its website and in the local newspaper.

Q. Is the Library required to follow New York tax cap regulations like school districts?

Yes, Libraries are mandated to comply with tax cap legislation overseen by the State Comptroller's office under Chapter 97 of the NYS laws of 2011.

Q. How will the proposition appear on the ballot?

The proposition will show the entire request: \$1,479,119.

Q. What role does the School District have in the voting process?

By law, the School Board authorizes the date and location for a public vote. They run the election, provide the required public notices, collect, and disperse the funds.

Q. Does this levy mean the School District is asking for more money?

No, this levy is unrelated to the School District's funding. This money is for the library, which is a separate entity.

Q. Why does the library request the vote be held the same day as the school budget vote?

Holding the library vote on another day would be cost prohibitive. State Education Law 259 permits the library to place its proposition before voters on the same ballot as the school district. This provision saves taxpayer dollars. If approved by voters, 100% of the increase will support library operations.

Q. What will happen if the proposition does not pass?

The library levy would then remain at \$911,119. The library would be forced to reduce

programming and services and would need to rely heavily on its endowment, negatively impacting the library's future sustainability.

