

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
PRESENTED MAY 16, 2024 4:30-5:30 p.m.
LOCATION: SOUTHEAST STEUBEN COUNTY LIBRARY
CONFERENCE ROOM

4:30 pm Call to Order

1. Public Comment

2. Consent Agenda - (Barb) - Vote

 April minutes

 April budgets

3. Audit Report – Kathy Stickler – Vote to accept

4. Director’s Report - (Pauline)

5. Finance (Jeff)

 a. Resolution- last 10% NYS construction funds - Vote

 b. Resolution- EDC building budget transfer - Vote

 c. Endowment update

6. Sustainability Update- (Barb)

7. Parking Lot Project- (Pauline)

8. Annual Report to Review – (Pauline)

Committee Updates

Facilities Committee (Barry)

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:- JUNE 20TH 2024 4:30-5:30

Followed by the: ANNUAL MEETING 5:30-6:30

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
April 18, 2024**

Trustees Attending:

President: Barbara A. McLean
Vice President: Lyndsie M. Guy
Secretary: Jamie Curtis
Treasurer: Jeffrey Scott
Gail Bardhan*
Nogaye Ka-Tandia
Kathryn C. Mack
Harry A. Merritt
Kate Paterson
Louise Richardson
Svetlana Short*

Absent:

Barry W. Nicholson
Julie E. Fromer

Guests:

Pauline Emery, Library Director
Lori Reenan, Library Business Manager

Call to Order:

President Barbara A. McLean called the meeting to order at 4:34 p.m. A quorum was present.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the March 14, 2024, Regular Meeting
March 2024 Financial Reports**

On a motion by Kathryn Mack, seconded by Kate Paterson, trustees voted unanimously to accept all items on the Consent Agenda.

*Attended the meeting via Zoom.

Director's Report:

Library Director Pauline Emery presented a power point highlighting the March circulation, program, and usage statistics. The numbers show healthy patron attendance, digital circulation and Wi-Fi usage, material circulation and data base usage were down a bit. Pauline also shared program highlights: the Eclipse program received great press exposure and had 154 attendees. The Local Authors Day had 4 authors who presented their books and then provided activities for participants to do while visiting with them. Community gardens series continues in partnership with Cornell Cooperative Extension, and the vetted Pen Pals program has gotten lots of publicity and interest. Upcoming programs include Exploring Owls with Tanglewood and Fairytale Castle Making. Pauline said WETM visited the Friends of the Library book sale; they interviewed both volunteers and attendees who did a great job promoting the library.

Finance:

(See Financial Reports for March 2024.)

The finance committee met on April 11, 2024.

Treasurer Jeffrey Scott reported that we are waiting to receive the 2nd tax levy installment check from the school district. The monthly financial reports show we are currently operating under budget. The Auditors finished on-site work, the shortest on-site time ever. Kathy Stickler, from MMB, will present the audit report at the May Board meeting. The Finance Committee is scheduled to meet with Fischer Investments at the May finance meeting to get an update on the investments. The committee is working on additional information to provide taxpayers regarding the tax levy vote.

Sustainability Update:

Barbara McLean said there is a lot to fill everyone in on. Pauline began by showing the long adult video created by Rochelle Media. The video has been presented at several community meetings and was enthusiastically received. Four other videos have been produced. Pauline is working with Randy Reid of Reid Media Group to develop a package for advertising spots on TV. The plan is to show the videos as informational for 2 weeks, and then include the vote message 1 week prior to the vote.

The first video has been put on YouTube, Facebook, TikTok, and Twitter.

Individuals are encouraged to share the videos on their social media pages.

Louise Richardson designed yard signs for the Friends of the Library to have made for yard posting. Discussion ensued regarding the language around trustees sharing information about the impending vote. Trustees can encourage people to vote, just not how to vote.

Barbara and Pauline have had many meetings with key players in the community with more to come to garner library support. Barbara stated, "this is talking campaign time", time to share your library enthusiasm to get people out to vote. The library is working in collaboration with the school district for a unified presence. There was discussion on who can vote, where they can vote, and the rules on absentee voting.

Barbara and Louise attended the school board meeting the previous night, which was well attended. NY State has not settled on a budget, which makes it difficult for the district to plan what their need will be. The school budget still must be voted on in May with or without the knowledge of the state budget. They are currently looking at a 4.97% increase overall which is 2% over the tax cap.

Committee Updates:

- **Facilities** – Pauline said NYS construction aid requests and the date to send in intention letters is coming up. The committee is reviewing possible projects to submit. In the meantime, quotes for the parking lot are almost secured, and preparations are being made to do the first phase of the façade.
- **PR/Advocacy** – Barbara McLean said in addition to what’s happening with the sustainability campaign, the committee received 2 proposals for the website. The committee will do interviews the week of April 29th, with hopes the work will start the beginning of June and be completed in October.
- **Fund Development** – Chair Louise Richardson will be scheduling a meeting soon.
Business Manager, Lori Reenan stated the Annual Appeal raised just under \$84,000.
- **Nominating** – no report
- **Policy** – no report
- **Scholarship** – Barbara said some applications have been received. Selections will be made in May.
- **Friends of the Library** – Pauline shared that as of the close of sales on Wednesday the book sale had made \$25,000; \$12,000 was raised the first day. Several trustees who attended the sale said there was a steady stream of people. They hope to raise \$32,000.
- **Strategic Planning** – Lyndsie said the first step will be to conduct a brief community survey. She asked that each trustee interview 5 people in the community and return the surveys at the next meeting. After adjournment trustees will participate in a breakout session to roll play conducting the surveys and strategies to use to encourage responses. The survey information will be reviewed in May to see what the next steps will be.

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:17 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for May 16, 2024, at 4:30 p.m. in the library conference room.

Account Balances: Checking, Savings, Investments & Loans
As of 4/30/2024

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 515,156
CORNING CREDIT UNION: Operational Reserve	\$ 84,125
COMMUNITY BANK:	
- Capital Reserve :	\$ 103,515
- Construction Grant Funds: funds transferred to Cap. Reserve	\$ -
TOTAL BANK BALANCE	\$ 702,795

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$3,395,544	\$3,265,722
CHARLES SCHWAB (ENDOWMENT)	\$3,466,729	\$3,332,552
INVESTMENT TOTAL		\$ 6,598,274

TOTAL ALL ACCOUNTS	\$ 7,301,069
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LOANS	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 216,599
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 529,082
TOTAL LOANS OUTSTANDING	\$ 745,682

OTHER RELATED FUNDS	
COMMUNITY FOUNDATION (as of 3/31/2024)	
LIBRARY SERVICE FUND	\$ 1,042,150

Southeast Steuben County Library

Budget vs. Actuals

January - April, 2024

	April Budget vs Actual			Jan. - Apr. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
Income							
4000 Public Funds	455,560	455,560	0	911,119	911,119	0	911,119
4100 Grants/Donations	26,803	1,250	25,553	115,692	95,823	19,869	228,220
4300 Service Fees	1,187	1,425	-238	5,683	5,300	383	15,000
4400 Other Revenue	458	750	-293	3,701	3,000	701	7,650
4500 Other Income		0	0	0	5,600	-5,600	33,785
Total Income	\$ 484,007	\$ 458,985	\$ 25,023	\$ 1,036,195	\$ 1,020,842	\$ 15,353	
Gross Profit	\$ 484,007	\$ 458,985	\$ 25,023	\$ 1,036,195	\$ 1,020,842	\$ 15,353	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
							<u>1,557,370</u>
Expenses							
5000 Payroll	61,502	61,497	5	248,623	277,338	-28,715	800,065
5100 Payroll Taxes, Benefits, & Ins.	15,896	15,861	35	54,601	62,010	-7,409	174,891
6000 Facilities	25,494	18,550	6,944	54,008	55,950	-1,942	194,385
7000 Library Materials/Services	11,082	10,775	307	140,622	141,089	-467	238,339
7200 Library Programs	1,991	1,400	591	9,914	10,275	-361	31,120
8000 Administration & General	12,291	5,345	6,946	22,895	20,345	2,550	79,850
8100 Other Expense	6,270	400	5,870	6,813	1,650	5,163	9,500
8300 Capital	1,480	1,500	-20	5,921	6,000	-79	29,220
Total Expenses	\$ 136,007	\$ 115,328	\$ 20,679	\$ 543,396	\$ 574,657	-\$ 31,261	1,557,370
Net Operating Income	\$ 348,000	\$ 343,657	\$ 4,344	\$ 492,799	\$ 446,185	\$ 46,614	
Net Income	\$ 348,000	\$ 343,657	\$ 4,344	\$ 492,799	\$ 446,185	\$ 46,614	

Southeast Steuben County Library

Budget vs. Actuals

January - April, 2024

	April Budget vs Actual			Jan. - Apr. Budget vs Actual			2024 Budget
	Actual	Budget	over Budget	Actual	Budget	over Budget	
Income							
4000 Public Funds							
4005 Tax Levy	455,560	455,560	0	911,119	911,119	0	911,119
Total 4000 Public Funds	\$ 455,560	\$ 455,560	\$ 0	\$ 911,119	\$ 911,119	\$ 0	911,119
4100 Grants/Donations			0	0	0	0	
4110 County Grants	20,973	0	20,973	20,973	20,973	0	20,973
4111 NYS Grants		0	0	0	0	0	7,147
4120 Other Grants		0	0	1,000	1,000	0	12,500
4130 Fund Raising/Donations	285	250	35	1,125	1,000	125	3,000
4140 Memorials/Honors	210	0	210	656	250	406	1,000
4150 Friends of the Library		0	0	0	0	0	47,000
4155 Annual Appeal	4,350	1,000	3,350	22,395	7,000	15,395	65,000
4165 Corning Enterprises		0	0	25,750	25,750	0	25,750
4185 Matching Funds	985	0	985	5,943	2,000	3,943	8,000
4190 Community Foundation		0	0	37,850	37,850	0	37,850
Total 4100 Grants/Donations	\$ 26,803	\$ 1,250	\$ 25,553	\$ 115,692	\$ 95,823	\$ 19,869	228,220
4300 Service Fees							
4310 Fees	801	825	-24	4,073	3,300	773	10,000
4320 Copier Fees	386	600	-214	1,610	2,000	-390	5,000
Total 4300 Service Fees	\$ 1,187	\$ 1,425	-\$ 238	\$ 5,683	\$ 5,300	\$ 383	15,000
4400 Other Revenue							
4401 HS Learning Center PR reimburse	458	750	-293	3,701	3,000	701	7,650
Total 4400 Other Revenue	\$ 458	\$ 750	-\$ 293	\$ 3,701	\$ 3,000	\$ 701	7,650
4500 Other Income							
4510 EDC cash transfer		0	0	0	5,600	-5,600	33,785
Total 4500 Other Income	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,600	-\$ 5,600	33,785
Total Income	\$ 484,007	\$ 458,985	\$ 25,023	\$ 1,036,195	\$ 1,020,842	\$ 15,353	
Gross Profit	\$ 484,007	\$ 458,985	\$ 25,023	\$ 1,036,195	\$ 1,020,842	\$ 15,353	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
							<u>1,557,370</u>

Southeast Steuben County Library

Budget vs. Actuals

January - April, 2024

	April Budget vs Actual			Jan. - Apr. Budget vs Actual			2024 Budget
	Actual	Budget	over Budget	Actual	Budget	over Budget	
Expenses							
5000 Payroll							
5010 Wages	61,188	61,182	6	246,765	275,318	-28,553	795,365
5020 Payroll Service	314	315	-1	1,859	2,020	-161	4,700
Total 5000 Payroll	\$ 61,502	\$ 61,497	\$ 5	\$ 248,623	\$ 277,338	-\$ 28,715	800,065
5100 Payroll Taxes, Benefits,& Ins.							
5110 Retirement	1,903	1,940	-37	4,492	8,735	-4,243	25,250
5112 Retirement Fees		0	0	0	0	0	8,000
5120 FICA/Medicare	4,560	4,615	-55	18,395	20,770	-2,375	60,000
5130 Insurance-Worker's Comp.	1,377	1,600	-223	2,780	3,200	-420	6,400
5140 Insurance-Disability	748	800	-52	861	800	61	800
5145 Paid Family Leave	2,032	1,000	1,032	2,081	1,000	1,081	1,000
5150 Insurance-Medical Ins.	4,659	5,000	-341	18,108	20,000	-1,892	62,000
5152 Insurance-Dental	-53	291	-344	1,690	1,164	526	3,500
5153 HSA	0	0	0	3,735	4,000	-265	4,000
5160 Insurance-Unemployment	670	615	55	1,340	1,230	110	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.	\$ 15,896	\$ 15,861	\$ 35	\$ 54,601	\$ 62,010	-\$ 7,409	174,891
6000 Facilities							
6020 Cleaning	2,413	2,500	-87	11,152	10,000	1,152	37,000
6030 Maintenance & Repair-Building	778	150	628	7,395	1,150	6,245	44,385
6060 Utilities	3,401	4,200	-799	9,237	18,400	-9,163	52,000
6070 Maintenance Contracts	11,955	11,700	255	12,981	12,400	581	34,000
6080 Insurance - Library	4,748	0	4,748	9,060	9,000	60	18,000
6085 Insurance-Upstairs	2,200	0	2,200	4,182	5,000	-818	9,000
Total 6000 Facilities	\$ 25,494	\$ 18,550	\$ 6,944	\$ 54,008	\$ 55,950	-\$ 1,942	194,385

Southeast Steuben County Library

Budget vs. Actuals

January - April, 2024

	April Budget vs Actual			Jan. - Apr. Budget vs Actual			2024 Budget
	Actual	Budget	over Budget	Actual	Budget	over Budget	
7000 Library Materials/Services							
7010 Books	2,965	3,000	-35	12,392	11,500	892	36,000
7015 Memorial/Honor Books	55	0	55	546	150	396	1,000
7020 Periodicals	719	750	-31	2,697	3,250	-553	5,000
7030 Audio-visuals	455	300	155	1,769	900	869	5,000
7036 Digital Content	2,997	2,000	997	43,207	41,000	2,207	60,000
7040 Electronic Resources		0	0	11,070	11,000	70	14,000
7043 Computer Equipment		0	0	0	3,500	-3,500	5,000
7044 IT Contracts-Public Computers	2,282	2,250	32	9,130	9,000	130	27,000
7045 Public Internet	582	1,275	-693	1,921	4,275	-2,354	13,000
7046 Computer Software & Access.		50	-50	2,128	250	1,878	2,500
7047 Copier Expense-Public	120	50	70	412	300	112	1,200
7050 Cost Share Fees		0	0	52,319	52,139	180	52,139
7070 Library Supplies	634	650	-16	2,181	2,375	-194	7,000
7075 Book Processing Fees	274	450	-176	851	1,450	-599	4,500
7080 Library Furnishings		0	0	0	0	0	5,000
Total 7000 Library Materials/Services	\$ 11,082	\$ 10,775	\$ 307	\$ 140,622	\$ 141,089	-\$ 467	238,339
7200 Library Programs							
7210 Children's Programs		250	-250	2,982	3,400	-418	7,120
7215 Y/A Programs	900	250	650	2,648	1,750	898	7,000
7220 Volunteer's	99	125	-26	99	125	-26	750
7225 Adult Programs	290	200	90	1,312	1,450	-138	5,250
7235 Coffee Tea & English		0	0	167	200	-33	750
7240 Grant Programs	428	0	428	465	650	-185	2,500
7241 Digital Literacy Program		200	-200	1,425	1,200	225	3,500
7242 Outreach Programs	274	300	-26	724	1,200	-476	3,500
7275 Program Mileage Expense		75	-75	92	300	-208	750
Total 7200 Library Programs	\$ 1,991	\$ 1,400	\$ 591	\$ 9,914	\$ 10,275	-\$ 361	31,120

Southeast Steuben County Library

Budget vs. Actuals

January - April, 2024

	April Budget vs Actual			Jan. - Apr. Budget vs Actual			2024 Budget
	Actual	Budget	over Budget	Actual	Budget	over Budget	
8000 Administration & General							
8005 Advertising	6,400	1,500	4,900	6,415	3,350	3,065	5,000
8010 Bank Fees	73	150	-77	384	450	-66	1,350
8015 Collection Fees	31	60	-29	185	250	-65	750
8017 Dues/Memberships		50	-50	443	670	-227	2,500
8025 Insurance - Liability Director	1,491	0	1,491	2,884	2,800	84	6,000
8041 Computer Software & Access.		25	-25	2,579	1,075	1,504	5,000
8043 Copier Expense-Office	258	400	-142	1,266	1,500	-234	5,600
8046 Postage		0	0	435	350	85	1,000
8050 Professional-Audit/Actg	2,720	1,500	1,220	2,720	1,500	1,220	17,000
8062 IT Contracts	571	560	11	2,282	2,330	-48	7,000
8063 Computer Equipment		0	0	0	1,000	-1,000	2,000
8065 Professional-Legal	372	0	372	372	1,000	-628	5,000
8070 Supplies-Office	171	400	-229	1,108	2,400	-1,292	5,000
8080 Telephone	204	600	-396	822	1,320	-498	3,000
8082 Internet		100	-100	90	100	-10	400
8083 Web Design/Maintenance		0	0	100	250	-150	10,250
8085 Training/Conferences		0	0	809	0	809	3,000
Total 8000 Administration & General	\$ 12,291	\$ 5,345	\$ 6,946	\$ 22,895	\$ 20,345	\$ 2,550	79,850
8100 Other Expense							
8130 Miscellaneous	6,270	400	5,870	6,813	1,400	5,413	5,000
8195 Fund Raising		0	0	0	250	-250	1,500
8198 Scholarship		0	0	0	0	0	3,000
Total 8100 Other Expense	\$ 6,270	\$ 400	\$ 5,870	\$ 6,813	\$ 1,650	\$ 5,163	9,500
8300 Capital							
8345 HVAC Loan	1,480	1,500	-20	5,921	6,000	-79	11,220
8347 EIDL Loan		0	0	0	0	0	18,000
Total 8300 Capital	\$ 1,480	\$ 1,500	-\$ 20	\$ 5,921	\$ 6,000	-\$ 79	29,220
Total Expenses	\$ 136,007	\$ 115,328	\$ 20,679	\$ 543,396	\$ 574,657	-\$ 31,261	1,557,370
Net Operating Income	\$ 348,000	\$ 343,657	\$ 4,344	\$ 492,799	\$ 446,185	\$ 46,614	
Net Income	\$ 348,000	\$ 343,657	\$ 4,344	\$ 492,799	\$ 446,185	\$ 46,614	

Southeast Steuben County Library
Profit & Loss Budget Performance
 April 2024

	Apr 24	Budget	Jan - Apr 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5100 Rental Income	4,300.61	4,300.61	17,202.44	17,202.44	51,607.32
Total Income	4,300.61	4,300.61	17,202.44	17,202.44	51,607.32
Gross Profit	4,300.61	4,300.61	17,202.44	17,202.44	51,607.32
Expense					
Administrative					
Insurance	2,200.21	0.00	2,200.21	2,000.00	8,000.00
Management Fee	1,200.00	1,200.00	4,800.00	4,800.00	14,400.00
Miscellaneous	7.68	25.00	30.37	100.00	300.00
Total Administrative	3,407.89	1,225.00	7,030.58	6,900.00	22,700.00
Custodial					
Contracted Services	1,812.00	0.00	1,812.00	1,337.00	7,350.00
Supplies	264.22	241.68	1,276.57	966.72	2,900.00
Total Custodial	2,076.22	241.68	3,088.57	2,303.72	10,250.00
Interest Expense	1,500.00	0.00	1,500.00	1,800.00	7,200.00
Repairs and Maintenance					
Elevator Contract OTIS	0.00	0.00	8,125.00	7,350.00	7,350.00
Elevator Maintenance	0.00	0.00	0.00	2,000.00	2,900.00
Emergency Equipment	145.24	150.00	5,324.09	5,450.00	6,980.00
General Repairs/Maint	693.34	667.00	2,320.34	2,664.00	8,000.00
HVAC Contract TRANE	0.00	0.00	0.00	3,000.00	8,000.00
HVAC Repairs	0.00	0.00	0.00	0.00	5,500.00
Repairs and Maintenance - Other	0.00	0.00	137.00	1,496.34	1,496.34
Total Repairs and Maintenance	838.58	817.00	15,906.43	21,960.34	40,226.34
Services					
Landscaping	0.00	0.00	0.00	0.00	3,000.00
Security Johnson Controls	0.00	0.00	810.52	1,500.00	1,500.00
Snow Removal	305.00	0.00	3,100.00	2,300.00	4,500.00
Total Services	305.00	0.00	3,910.52	3,800.00	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	8,127.69	2,283.68	31,436.10	36,764.06	89,376.34
Net Ordinary Income	-3,827.08	2,016.93	-14,233.66	-19,561.62	-37,769.02
Net Income	-3,827.08	2,016.93	-14,233.66	-19,561.62	-37,769.02

Southeast Steuben County Library
Balance Sheet
As of April 30, 2024

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	1,743.38
Total Checking/Savings	<u>1,743.38</u>
Accounts Receivable	
Accounts Receivable	9,967.67
Total Accounts Receivable	<u>9,967.67</u>
Total Current Assets	<u>11,711.05</u>
TOTAL ASSETS	<u><u>11,711.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,719.89
Total Accounts Payable	<u>6,719.89</u>
Other Current Liabilities	
2120 - Deferred Rental Revenue	7,486.51
Due to/from Library	38,250.00
Total Other Current Liabilities	<u>45,736.51</u>
Total Current Liabilities	<u>52,456.40</u>
Total Liabilities	52,456.40
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-14,233.66
Total Equity	<u>-40,745.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,711.05</u></u>

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
APRIL MONTHLY REPORT
PRESENTED THURSDAY MAY 16TH 2024**

	APR. 2024	APR 2023	YTD 2024	YTD 2023
Patrons	12,739	11,083	47,360	41,972
Children's program attendance	1,582	1,383	9,930	5,507
YA program attendance	62	44	297	227
Adult program attendance	392	483	1,574	1,357
Circulation	11,355	12,110	45,398	46,684
PC use	652	420	2,543	2,322
Digital Literacy	243	294	1,302	1,312
Wifi*	5,400	4,260	21,563	17,329
Creation Station	22	7	73	37
Digital circulation	5,717	4,318	23,456	17,433
Databases	101	215	1,136	1,340

Children's Stats for April 2024

In House

Storytime with Miss Sue (Sue)

5 programs

230 attendees

Miss Sue's Preschool Storytime (Sue)

4 programs

158 attendees

Eclipse Party (Sue-exploring shadows, suncatchers)

1 program

118 attendees

Brick by Brick (Sue)

1 program

17 attendees

Exploring Owls (Sue and owls from Tanglewood, then owl pellet dissection)

1 program

110 attendees

Crafty Corner (Angel)

4 programs

77 attendees

Happy Tales (Angel)

1 program

21 attendees

Saturday Morning Movie (Sue and page)

1 program

6 attendees

MiniMaker (Angel)

1 program

19 attendees

Fairytale Castle Building (Angel and Sue)

1 program

23 attendees

Tween Time (Sue)

4 programs

32 attendees

Friday Film (children's staff)

4 programs

38 attendees

Artful Storytime (Angel)

1 program

5 attendees

Artsy Kids (Angel)

3 programs

24 attendees

Squishmallow Painting (Angel and Sue)

1 program

32 attendees

Pauline's Outreach with Rotary

Severn

2 programs

120 attendees

Sue's Outreach

Once Upon a Time

1 program

21 attendees

Carder Kindergarten

2 programs

67 attendees

HeadStart at Carder

1 program

17 attendees

Erwin Valley Kindergarten

4 programs

80 attendees

Kingsway Academy (preK-3rd)

1 program

45 attendees

Weekday PreSchool

1 program

33 attendees

HeadStart at Smith

1 program

17 attendees

Lil' Rockwell (in partnership with The Rockwell Museum)

1 program

59 attendees

Severn Kindergarten

2 programs

73 attendees

HeadStart at Stewart Park

1 program

19 attendees

Winfield Kindergarten

2 programs

35 attendees

Corning Children's Center

4 programs

73 attendees

HeadStart at Gregg

1 program

13 attendees

Children's Department Totals

57 programs

1,582 attendees

End Notes

346 Reference Questions Answered

APRIL 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 26 143 16 42

Com. Small 15 56 3 18

Com. Large 8 55 14 22

Com. Full 2 9 5 7

Totals 51 263 38 89

Items weeded 270

Items added 270

Collection total 133,891

Patron Registration 89

Fees \$521.27

Friends \$471.50

Reference questions ref 633 and circ.667 children 364 = 1,664

TEEN STATS APRIL 2024

ATLAS (At the Library After School)

Total Sessions:

2 synchronous, in-person

Total Attendees:

16 synchronous, in-person

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

Total Sessions:

3 synchronous, in-person

Total Attendees:

17 synchronous, in-person

Teen Dungeons & Dragons

Total Sessions:

4 synchronous, in-person

Total Attendees:

23 synchronous, in-person

Tween Dungeons & Dragons

Total Sessions:

1 synchronous, in-person

Total Attendees:

6 synchronous, in-person

Totals Total Sessions/Presentations: 10

Total Attendees/Views: 62

Teen Tones Webpage

70 views

Teen Instagram

106 followers

VOLUNTEER Statistics for April 2024

Total Number of Volunteers: 92 Volunteers

Total Number of Hours: 333.75 hours

Average Hours/Volunteer: 3.63 hours

Adult Services Report, April 2024

Services

There were a total of **633 reference questions** answered at the reference desk and **667 reference questions** were recorded at the circulation desk in April.

Total Reference Questions Recorded: 1300

Computer Usage In-House by Municipality

Caton: 6

Town of Corning: 9

City of Corning: 140

Campbell: 5

Erwin (including P. Post & Cooper's Plains): 14

Hornby: 1

Lindley: 1

Other NY: 29

Out of State: 5

Adult Program Attendance: **392 people**

Number of Programs: **44 programs**

April Outreach Stats from Lori –

Book by mail:

Date	# circulated	# returned
4/12/2024	5	5
4/22/2024	1	
	<hr/>	
	6	5

Represents 2 borrowers.

Heritage Quest Usage: 51 unique searches in April 2024

Library Speakers Consortium Author Talks

April 1 – 30, 2024

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
11	5	497	503	508

Event	Date	Registrations	Live Views	Archival Views	Total Views
The Foods, People, and Innovations That Feed Us—A Sweeping History of Food and Culture with Smithsonian Curator Paula J. Johnson	2024-04-02	4	2	23	25
From Murder to Atonement—Confronting My Son’s Killer with Diane Foley & Colum McCann ** (Recording Expires July 9, 2024) **	2024-04-09	5	1	24	25
A Literary Examination of Power, Love, and Art with Xochitl Gonzalez	2024-04-18	4	2	46	48

Storymusing Book Reviews

Nightfall in the Garden of Deep Time by Tracy Higley - **13 views**

Total blog views for April: **3,573 views**

Scrabble

Tuesdays at 1 pm

4/2: 6 people

4/9: 5 people

4/16: 5 people

4/24: 5 people

4/30: 6 people

Mah Jongg

Wednesdays at 1 pm

4/3: 15 people

4/10: 10 people

4/17: 15 people

4/24: 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.

4/3: 14 people

4/10: 16 people

4/17: 13 people

4/24: 12 people

Sticky Notes Thematic Book Club

4/24 @ 11:30 am

3 people met to talk about books around the theme of “Astronomical – the sun, moon, and stars.” The theme for May is “Games.”

Cardboard Loom Weaving

04/05/2024 @ 10:00 am - 12:00 pm

5 people joined Michelle Wells as she taught the basics of Cardboard Loom Weaving: how to choose your cardboard, prepare it, set up the loom, weave a mug mat, and then tie off the piece of weaving. It is an easy introduction to simple weaving using readily available materials, and it is real weaving!



Community Gardens and Container Gardening Presentation with Stuart Sammis

04/06/2024 @ 1:00 pm - 3:00 pm

20 people attended this presentation on how Community Gardens come in many shapes, sizes, and purposes. The presentation addressed the key components of community gardening and container gardening. This program was presented in collaboration with the Cornell Cooperative Extension Steuben Master Gardeners.

Presenter: Stuart Sammis is a Master Gardener Volunteer who started gardening at the age of 2. His first crop was green beans planted in the red clay of Arkansas. In 2016 he helped found Our Community Gardens which has established seven gardens in the greater Corning area. He served on the Cornell Cooperative Extension of Steuben County's Board of Directors from 2017 – 2023, the last three as Board President.

Corning Inc. Retirees

April 10

35 people

Information Campaign Presentation

Gourd Bird House Paint Party

04/20/2024 @ 12:00 pm - 2:00 pm

10 people painted a beautiful gourd bird house or feeder with Karen Curren.



Creating Dorset Buttons

04/25/2024 @ 1:00 pm - 3:00 pm

4 people learned how to create an intricate woven medallion using nothing but a solid ring and yarn or embroidery floss.



Pollinator Gardening with Beth Honadle

04/27/2024 @ 1:00 pm - 3:00 pm

8 people learned that about three quarters of flowering plants and 35 percent of food crops need animal pollinators like bees, butterflies, birds, and bats to reproduce. However, pollinators are being threatened by loss of habitat, climate change, diseases, and parasites. They learned about the importance of pollinators and what a gardener can do to support these creatures and avoid harming them further. This program was presented in collaboration with the Cornell Cooperative Extension Steuben Master Gardeners.

Presenter: Beth Walter Honadle, Ph.D. is a Master Gardener Volunteer for Cornell Cooperative Extension|Steuben. She has completed training in gardening by Cornell University experts and, as a volunteer, helps put this evidence-based knowledge to work by delivering educational programs in the community. Beth is retired from the National Institute of Food & Agriculture at the U.S. Department of Agriculture and lives in a farm in Caton. She currently serves as President of the CCE|Steuben Board of Directors.

April Creation Station Stats from Kayla

Makerspace Usage

22 independent uses

3 training sessions - 5 attendees

Tools Used:

8- 3D Printing

3- Cricut

4- Sewing

6- Button Maker

1- General Tools

Total Sessions: 25

12 -3D Print Requests, about 87.5 hours of print time

Crafting with Kimberly: 1 session in person

18 attendees, 14 kits to-go

9 views of video

From Maryalice

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

37 people participated in the 5 in-person sessions of the VOCABULARY class representing 7 countries (Russia, Germany, Hong Kong, Algeria, India, Brazil, and a new person from Ukraine). We practiced listening skills (Earth Day, Freedom Riders, Cinco de Mayo), writing and editing skills, the many uses of the word GET, and completed exercises from the language game *Word Up*.

35 people participated in the 5 in-person sessions of the CONVERSATION group representing 7 countries (Russia, Germany, Hong Kong, Algeria, India, Brazil, and a new person from Ukraine). We discussed cultural customs and family traditions, television commercials, and current events (college protests). We played Apples to Apples and took a field trip to the Benjamin Patterson Inn.

19 people participated in the 4 virtual sessions of the BOOK CLUB representing 5 countries (France, Taiwan, India, **Pakistan**, and Algeria) to continue our discussions of *The Thursday Murder Club* by Richard Osman. We're almost done!

April 2024 Volunteer & Staff Zoom Summary

28 people met over 4 weekly Zoom sessions in April 2024 to discuss articles about graphic novels and young readers, the custom of tipping, books as trash (something to pass on or discard in order to make room for more), literary travel, a kids books museum in Kansas City, MO, and an interview with Dame Judi Dench about Shakespearean work; to talk about Margaret Sanger's connection to Corning, the eclipse, library blogs, mystery sub-genres; and to talk about what we're currently reading. It's a fun group, with several people commenting that our discussions are a highlight of their week.

Digital Stats from Linda

Stats: April 2024

Hoopla Stats

No. Patrons Who Borrowed Content	328
New Patron Accounts	33
No. Circulated Titles	1,312
Funds Spent in month	\$2,996.81

Breakdown of Hoopla Funds Spent in 2024

Jan-24	\$2,638.10
Feb-24	\$2,764.87
Mar-24	\$2,851.08
Apr-24	\$2,996.81
May-24	
Jun-24	
Jul-24	
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	

Total Spent in 2024 Through End of Last Month \$11,250.86

Breakdown of Hoopla Circulated Items

	Formats	Cost	Number of Format Checkouts
	Audiobooks	\$1,919.41	727
	Binge Passes	\$14.95	5

Comics	\$126.06	102	
eBooks	\$422.49	219	
Movies	\$214.22	86	
Music	\$83.45	55	
Television	\$216.23	118	
Total Cost	\$2,996.81	1,312	Total Circulations

Programs

April Book Club for Adults	12
Tech Appointments	2
April Monthly Matinee: Oppenheimer	9

Blog Stats

Tech & Book Talk Views	329
Corning NY History Views	878
Creation Stationary Views	85
SSL Book Club for Adults Views	97
Total	1389

Mango Sessions	41
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Overdrive

Overdrive Checkouts	
OWWL Checkouts	
FLLS Checkouts	
Magazines (formerly RB Digital)	

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	243
Basic Computer Help	155
Multimedia	69
Research Training	17
Workforce Development	2
Tech Coaching Sessions	15 + (Kayla 3 + Linda 2) = 20

Lynda / LinkedIn Learning

April log-ins	9
Total hours of content viewed	7

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
Pollinator Gardening with Beth Honadle	Onsite	Live		8 people in 1 session
Crafting with Kimberly	Onsite	Live		18 people in 1 session
Crafting with Kimberly	Onsite	Recorded	Youtube	9 views
<i>Crafting with Kimberly</i>	Kits			14 kits to go
Scrabble Tuesdays	Onsite	Live		27 in 5 sessions
Mah Jongg Wednesdays	Onsite	Live		55 in 4 sessions
Corning Area Writers Group Wednesdays	Onsite	Live		55 in 4 sessions
Cardboard Loom	Onsite	Live		20 people in 1

Weaving				session
Community Gardens and Container Gardening Presentation with Stuart Sammis	Onsite	Live		20 people in 1 session
Corning Inc. Retirees	Offsite	Live		35 people in 1 session
Gourd Bird House Paint Party	Onsite	Live		10 people in 1 session
Creating Dorset Buttons	Onsite	Live		4 people in 1 session
Coffee Tea & English Vocab	Onsite	Live		37 people in 5 sessions
Coffee Tea & English Conversation	Onsite	Live		35 in 5 sessions
Coffee Tea & English Book Club	Virtual	Live	Zoom	19 in 4 sessions
Volunteer & Staff	Virtual	Live	Zoom	28 people in 4 sessions
Adult Book Club	Onsite	Live		12 people in 1 session
April Monthly Matinee: Oppenheimer				9 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	3 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	5 people for 3 sessions
LSC video views				508

Overdrive

Overdrive Checkouts	3251
OWWL Checkouts	116
FLLS Checkouts	124
Magazines (formerly RB Digital)	914

\$9593.00 Transfer to Capital Reserve 2024

I, Jamie Curtis, hereby certify that I am the Secretary of the Southeast Steuben County Library, a New York education corporation with its principal office located at 300 Civic Center Plaza, Corning, New York; that at a meeting of the Board of Trustees duly called and held on May 16, 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.

\$9,593.00 be transferred from the Grant Account held at Community Bank, Corning, NY. to the Capital Reserve Account held at Community Bank, Corning NY. These funds are the last 10% of the New York Construction Grant for the windows, blinds, and elevator repairs.

WITNESS my hand as Secretary of the Corporation this May 16, 2024

Jamie Curtis
Secretary

LIBRARY/EDC BUILDING BUDGET TRANSFER RESOLUTION 2nd 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 May 16, 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 May 16, 2024

Jamie Curtis
Secretary