

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
PRESENTED JUNE 20, 2024 4:30-5:00 p.m.
LOCATION: SOUTHEAST STEUBEN COUNTY LIBRARY
CONFERENCE ROOM

4:30 pm Call to Order

1. Public Comment
2. Consent Agenda - (Barb) - Vote
 - May minutes
 - May budgets
3. Director's report - (Pauline)
4. Finance (Jeff)
5. Resolution-New York Construction Aid (Barb)

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: July 18th, 2024 Conference Room

**Board of Trustees
Regular Monthly Meeting
May 16, 2024**

Trustees Attending:

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

Absent:

Barry W. Nicholson
Julie E. Fromer
Kate Paterson

Guests:

Pauline Emery, Library Director
Kathy Stickler, Auditor, MMB&Co*

Call to Order:

President Barbara A. McLean called the meeting to order at 4:31 p.m. A quorum was present.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the April 18, 2024, Regular Meeting
April 2024 Financial Reports**

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

*Attended the meeting via Zoom.

Audit:

Kathy Stickler shared the audit documents with the board.

Upon recommendation of the Financial Committee, the board voted unanimously to accept the audited financial statements from MMB.

Director's Report:

Library Director Pauline Emery presented a power point highlighting the April circulation, program, and usage.

Pauline also shared program highlights:

We are continuing to see service statistics uptick closer to pre pandemic use. The library has received lots of press coverage in the last few months. The library staff are preparing for summer reading. The Summer Reading theme this year is The Adventure Begins at your Library.

Finance:

(See Financial Reports for April 2024.)

The finance committee met on May 9, 2024.

Treasurer Jeffrey Scott reported that the monthly financial report indicated we are on track with budget. The semi-annual review of the endowment also occurred, and the Finance Committee will review recommendations to determine whether any motions should be put forth to the board.

Upon recommendation of the Financial Committee, the board voted unanimously to accept the transfer of the NY Construction Aid money from the grants account to the capital reserve fund.

Upon recommendation of the Financial Committee, the board voted unanimously to accept the second quarterly installment of the payment to the building account.

Sustainability Update:

Barbara McLean shared that Watkins Glen Library's budget increase passed last week. Regarding the upcoming SSCL vote, there are yard signs up and video ads airing on local TV. Board members were encouraged to share video ads and posts on social media or over email. Volunteers are working to encourage potential voters and their households to vote. Friends of the Library of the SSCL are also encouraging voting in the upcoming election.

Annual Report:

Pauline shared a draft of the 2023 annual report, to be formally shared at the Annual Meeting in June.

Committee Updates:

- **Facilities** – Pauline shared that the parking lot drainage project will be submitted to NY Construction Aid. The letter of intent will go in June, and the presentation will go in July. The committee is still looking into HVAC

issues.

- **PR/Advocacy** – Barbara McLean said that two proposals came through for the website redesign RFQ. The winners will be contacted in the coming weeks.
- **Fund Development** – no report
- **Nominating** – no report
- **Policy** – no report
- **Scholarship** – Jamie Curtis shared that there are 12 applicants, and that the committee is meeting May 31st at noon to select recipients.
- **Friends of the Library** – Pauline shared the spring book sale went very well, raising more than \$30,000. They will be tabling at Glassfest, and at the Farmers Market sessions over the summer.
- **Strategic Planning** – Lyndsie thanked board members for completing surveys, and that she and Louise received surveys from teenagers in the community as well. The overall strategic planning timeline has been pushed out to September, to collect information from Board and Staff groups in advance.

Other business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:28 p.m.

The next regular meeting of the Library Board of Trustees is scheduled for June 20, 2024, at 4:30 p.m. in the library conference room. The Annual Meeting will follow it in the same room, 5:15-5:45 p.m.

Account Balances: Checking, Savings, Investments & Loans
As of 5/31/2024

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 409,865
CORNING CREDIT UNION: Operational Reserve	\$ 84,445
COMMUNITY BANK:	
- Capital Reserve :	\$ 103,516
- Construction Grant Funds: funds transferred to Cap. Reserve	\$ -
TOTAL BANK BALANCE	\$ 597,826

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$ 3,265,722	\$ 3,365,901
CHARLES SCHWAB (ENDOWMENT)	\$ 3,332,552	\$ 3,434,275
INVESTMENT TOTAL		\$ 6,800,176

TOTAL ALL ACCOUNTS	\$ 7,398,002
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LOANS	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 215,819
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 529,082
TOTAL LOANS OUTSTANDING	\$ 744,901

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
							1,557,370
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
							1,557,370

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

May 2024

	May 24	Budget	Jan - May 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5100 Rental Income	4,300.61	4,300.61	21,503.05	21,503.05	51,607.32
Total Income	4,300.61	4,300.61	21,503.05	21,503.05	51,607.32
Gross Profit	4,300.61	4,300.61	21,503.05	21,503.05	51,607.32
Expense					
Administrative					
Insurance	0.00	0.00	2,200.21	2,000.00	8,000.00
Management Fee	1,200.00	1,200.00	6,000.00	6,000.00	14,400.00
Miscellaneous	7.55	25.00	37.92	125.00	300.00
Total Administrative	1,207.55	1,225.00	8,238.13	8,125.00	22,700.00
Custodial					
Contracted Services	0.00	0.00	1,812.00	1,337.00	7,350.00
Supplies	691.17	241.68	1,967.74	1,208.40	2,900.00
Total Custodial	691.17	241.68	3,779.74	2,545.40	10,250.00
Interest Expense	0.00	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	5,469.33	5,600.00	6,980.00
General Repairs/Maint	0.00	667.00	2,320.34	3,331.00	8,000.00
HVAC Contract TRANE	0.00	0.00	0.00	3,000.00	8,000.00
HVAC Repairs	0.00	0.00	8,185.61	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	145.24	817.00	24,237.28	22,777.34	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	0.00	0.00	3,100.00	2,300.00	4,500.00
Total Services	0.00	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	2,043.96	2,283.68	41,665.67	39,047.74	89,376.34
Net Ordinary Income	2,256.65	2,016.93	-20,162.62	-17,544.69	-37,769.02
Net Income	2,256.65	2,016.93	-20,162.62	-17,544.69	-37,769.02

Southeast Steuben County Library

Balance Sheet

As of May 31, 2024

	<u>May 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	10,996.92
Total Checking/Savings	10,996.92
Accounts Receivable	
Accounts Receivable	8,483.89
Total Accounts Receivable	8,483.89
Total Current Assets	19,480.81
TOTAL ASSETS	19,480.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,168.61
Total Accounts Payable	12,168.61
Other Current Liabilities	
2120 - Deferred Rental Revenue	7,486.51
Due to/from Library	46,500.00
Total Other Current Liabilities	53,986.51
Total Current Liabilities	66,155.12
Total Liabilities	66,155.12
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-20,162.62
Total Equity	-46,674.31
TOTAL LIABILITIES & EQUITY	19,480.81

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
MAY MONTHLY REPORT
PRESENTED THURSDAY JUNE 20, 2024**

	MAY 2024	<i>MAY2023</i>	YTD 2024	<i>YTD 2023</i>
Patrons	10,818	11,610	58,178	53,582
Children's program attendance	1,376	1,721	11,306	7,228
YA program attendance	182	356	479	583
Adult program attendance	289	255	1,863	1,912
Circulation	10,811	12,045	56,209	58,729
PC use	574	690	3,117	2,322
Digital Literacy	289	299	1,591	1,611
Wifi*	5,642	5,177	27,205	17,329
Creation Station	20	11	93	48
Digital circulation	5,865	4,504	23,456	21,937
Databases	197	782	1,384	2,122

Children's Stats for May 2024

In House

Miss Sue's Preschool Storytime (Sue)

5 programs

230 attendees

Storytime with Miss Sue (Sue)

4 programs

183 attendees

Crafty Corner (Angel)

4 programs

70 attendees

Brick by Brick (Sue)

1 program

17 attendees

Happy Tales (Angel with dogs and their owners)

1 program

13 attendees

Tween Time (Sue)

5 programs

48 attendees

Artful Storytime (Angel)

3 programs

35 attendees

Artsy Kids (Angel)

6 programs

47 attendees

Friday Film (staff)

4 programs

42 attendees

Saturday Morning Movie (Sue and page)

1 program

10 attendees

MiniMaker (Angel)

1 program

3 attendees

Sue's Outreach

Once Upon a Time Preschool

1 program

26 attendees

Itsy Bitsy Preschool

1 program

15 attendees

Carder Kindergarten

2 programs

70 attendees

Head Start at Carder

1 program

17 attendees

Erwin Valley Kindergarten

3 programs

57 attendees

Kingsway Academy

1 program

42 attendees

Corning Children's Center

4 programs

80 attendees

Head Start at Smith

1 program

19 attendees

Kids Explore Homeschool Group-Veteran Flag Placing in cemetery

1 program

35 attendees

Lil' Rockwell-Stroller Walk to Rockwell and storytime (with partners PRC and Rockwell)

1 program

34 attendees

Severn Kindergarten

2 programs

72 attendees

Weekday Preschool

1 program

27 attendees

Head Start at Stewart Park

1 program

15 attendees

Winfield Kindergarten

2 programs

37 attendees

Head Start at Gregg

1 program

12 attendees

Pauline's Outreach

Severn

1 program

40 attendees

Tuscarora Career Day

4 programs

80 attendees

Children's Department Totals

63 programs

1,376 attendees

End Notes

303 Reference Questions Answered

TEEN STATS APRIL

ATLAS (At the Library After School)

Total Sessions:

5 synchronous, in-person

Total Attendees:

31 synchronous, in-person

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

Total Sessions:

5 synchronous, in-person

Total Attendees:

31 synchronous, in-person

Teen Dungeons & Dragons

Total Sessions:

4 synchronous, in-person

Total Attendees:

40 synchronous, in-person

Tween Dungeons & Dragons

Total Sessions:

1 synchronous, in-person

Total Attendees:

14 synchronous, in-person

CPP Middle School Book Clubs

Total Sessions:

3 synchronous, in-person

Total Attendees:

20 synchronous, in-person CPP MS Special Education Book Celebration (featured on CPP website, socials, and district newsletter)

Total Sessions:

1 synchronous, in-person

Total Attendees:

46 synchronous, in-person

Totals Total Sessions/Presentations: 19

Total Attendees/Views: 182

Teen Tones Webpage: 60 views Teen Instagram: 107 followers

CASH AND COLLECTION

Items weeded 89

Items added 270

Collection total 133,800

Patron Registration 89

Fees \$418

Friends \$201

Reference questions ref 961 and circ. 395 children 303 = 1,659

MAY VOLUNTEER STATS.

Statistics for May 2024

Total Number of Volunteers: 91 volunteers

Total Number of Hours: 382 hours

Average Hours/Volunteer 4.2 hours/volunteer

MAY 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	24	137	24	48
Com. Small	11	39	2	13
Com. Large	1	3	15	16
Com. Full	1	30	2	3
Totals	37	209	43	80

Equipment

	Patron Events	Staff Events	Totals
Projector	0	2	2
Sound System	0	2	2
Vizio	0	10	10
Partition	8	8	16
Conference Room Tech.	3	10	13

Adult Services Report, May 2024

Services

There was a total of **566 reference questions** answered at the reference desk and **395 reference questions** recorded at the circulation desk in May.

Total Reference Questions Recorded: 961

Computer Usage In-House by Municipality

Caton: 7

Town of Corning: 20

City of Corning: 135

Campbell: 9

Erwin (including P. Post & Cooper's Plains): 22

Hornby: 0

Lindley: 2

Other NY: 30

Out of State: 4

Adult Program Attendance: **289 people**

Number of Programs: **38 programs**

May Outreach Stats from Lori –

Books by Mail:

Date	# circulated	# returned
5/3/2024	6	5
5/23/2024	6	7
	12	12

This represents 2 individuals.

Heritage Quest Usage: 43 unique searches in May 2024

Library Speakers Consortium Author Talks

May 1 – 30, 2024

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
5	4	855	857	861

Event	Date	Registrations	Live Views	Archival Views	Total Views
Genius, Power, and Deception on the Eve of World War I - An Author Talk with Douglas Brunt	2024-05-01	4	0	39	39
A Murder Mystery, Family Story, & Love Letter to Strong Women Everywhere: Author Talk w/ Nina Simon	2024-05-08	3	2	23	25
Asian American Representation in Literature: An Author Talk with Rebecca F. Kuang	2024-05-21	7	2	9	11

Storymusing Book Reviews

Bogs, Brews, and Banshees by Rowan Dillon - **8 views**

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

Crafting with Kimberly: Button Bouquet

May 6th at 5:30 pm

8 people joined us for this craft.

5/9 – 24 kits put out and taken.

5/20 – 8 Glass lantern kits put out and taken

Scrabble

Tuesdays at 1 pm

4/7: 6 people

4/14: 4 people

4/21: 6 people

4/28: 4 people

Mah Jongg

Wednesdays at 1 pm

4/1: 14 people

4/8: 12 people

4/15: 16 people

4/22: 16 people

4/29: 17 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.

4/1: 12 people

4/8: 13 people

4/16: 16 people

4/22: 13 people

4/29: 13 people

Sticky Notes Thematic Book Club

4/24 @ 11:30 am

3 people met to talk about books around the theme of “Games.” For May, we will all be reading “The Yellow Wallpaper” by Charlotte Perkins Gilman.

May Creation Station Stats from Kayla

Makerspace Usage

11 independent uses

9 training sessions (4 Adobe Illustrator, 1 sewing, 1 3D printing, 3 Cricut) 9 attendees

Tools Used:

1- 3D Printing

4- Cricut (4 Iron-On T-Shirts made) 5- Sewing

4- Adobe Illustrator

2- Button Maker (About 400 buttons made by patrons) 1- Perler Beads 3- General Tools Total Sessions: 20

4 -3D Print Requests, about 37 hours of print time

10 participants in collaborative puzzle activity

Staff Sessions

6 sessions

4 staff

658 buttons made for programs

From Maryalice

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

16 people participated in the **3 in-person sessions of the VOCABULARY class** representing 4 countries (Hong Kong, Algeria, India, and Brazil). We practiced listening skills (French Revolution), finished our discussion of the many uses of the word GET, explored learning with captioned video clips, and completed exercises from the language game *Word Up*. The Vocabulary Class will resume meeting in September.

26 people participated in the **4 in-person sessions of the CONVERSATION group** representing 4 countries (Hong Kong, Algeria, India, Brazil). We discussed gardens & gardening and climate change, played Apples to Apples, and celebrated the end of the program season with a time of food sharing. The Conversation group will meet through June and July.

21 people participated in the **4 virtual sessions of the BOOK CLUB** representing 4 countries (France, India, **Pakistan**, and Algeria) to finish our discussion of *The Thursday Murder Club* by Richard Osman. We then discussed articles about electric & hybrid vehicles, the digital divide, and education. The Book Club will resume in September with *The Help* by Kathryn Stockett.

May 2024 Volunteer & Staff Zoom Summary

32 people met over **5 weekly Zoom sessions** in April 2024 to discuss articles about Open AI: Chat GPT; Why reading aloud is important; Yoga while reading; Publishing industry statistics; Don't feel guilty for

buying used books; Why you should keep a garden journal; A more important Union; How do writers get famous?; Schrodinger's Cats; How to be a writer (Ursula K. LeGuin); and to talk about what we are currently reading.

Digital Stats from Linda

Stats: May 2024

Hoopla Stats

No. Patrons Who Borrowed Content	331
New Patron Accounts	30
No. Circulated Titles	1,330
Funds Spent in month	\$3,016.93

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	\$3,016.93
Total Spent in 2024 Through End of Last Month	\$14,267.79

Breakdown of Hoopla Circulated Items

Formats	Cost	Number of Format
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		Checkouts	
Audiobooks	\$1,977.79	748	
Binge Passes	\$25.91	9	
Comics	\$150.60	118	
eBooks	\$375.29	217	
Movies	\$246.29	100	
Music	\$75.02	48	
Television	\$166.03	90	
Total Cost	\$3,016.93	1330	Total Circulations

Programs

April Book Club for Adults	11
Tech Appointments	3
April Monthly Matinee: No Hard Feelings	6

Blog Stats

Tech & Book Talk Views	305
Corning NY History Views	530
Creation Stationary Views	75
SSL Book Club for Adults Views	67
Total	977

Mango Sessions	105
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Stats: May 2024

Overdrive

Overdrive Checkouts	3,325
OWWL Checkouts	91
FLLS Checkouts	145
Magazines (formerly RB Digital)	974

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	289
Basic Computer Help	177
Multimedia	60
Research Training	24
Workforce Development	8
Tech Coaching Sessions	8 + 3 for Linda + 9 for Kayla = 20

Lynda / LinkedIn Learning

May log-ins	8
Total hours of content viewed	3

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
Crafting with Kimberly	Onsite	Live		8 people in 1 session

Crafting with Kimberly	Onsite	Recorded	Youtube	47 views
Crafting with Kimberly	Kits			24 kits to go put out and taken
Lantern Craft Kits	Kits			8 kits put out and taken
Scrabble Tuesdays	Onsite	Live		20 in 4 sessions
Mah Jongg Wednesdays	Onsite	Live		75 in 5 sessions
Corning Area Writers Group Wednesdays	Onsite	Live		67 in 5 sessions
Coffee Tea & English Vocab	Onsite	Live		16 people in 3 sessions
Coffee Tea & English Conversation	Onsite	Live		26 in 4 sessions
Coffee Tea & English Book Club	Virtual	Live	Zoom	21 in 4 sessions
Volunteer & Staff	Virtual	Live	Zoom	32 people in 5 sessions
Adult Book Club	Onsite	Live		11 people in 1 session
May Monthly Matinee: No Hard Feelings				6 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	3 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	4 people for 3 sessions
LSC video views				75

RESOLUTION FOR NYS Construction Aid-Parking Lot Project

I _____, 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 _____, at which a quorum was at all times present and voting, the following Resolution was duly adopted:

Be it RESOLVED, that the Southeast Steuben County Library will submit a request for NYS Construction Aid Grant to cover the parking lot/generator construction project. The SSC Library will need to cover either 50% or 25% of the total cost of \$343,100 to be determined by STLS.

WITNESS my hand as Secretary of the Corporation this

June 20, 2024

Secretary, Jamie Curtis

Date: _____

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
ANNUAL MEETING
PRESENTED JUNE 20, 2024 5:15-6:00 p.m.
LOCATION: SOUTHEAST STEUBEN COUNTY LIBRARY
CONFERENCE ROOM

5:15 PM – Call to Order

1. Welcome and Introduction of Association Members, Board Members, and Director (Barbara McLean, Board President)
2. Introduction of the Scholarship recipients (Sadie Beres and Sofia Scouten)
3. Library Director’s Report (Pauline Emery, Director)
4. Financial Report/Audit/Endowment (Jeff Scott, Treasurer)
5. A Word from the Friends of the Library (Hazel Russell, FOL President)
6. Closing Statements (President)
7. Adjourn