

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

4:30 pm Call to Order

1. Public Comment
2. Consent Agenda - (Barb) - Vote
 - June minutes
 - June budgets
3. Director's report - (Pauline)
4. Finance (Jeff)
5. Resolution – Parking Lot and Drainage Project (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

EXECUTIVE SESSION

NEXT BOARD MEETING: September 19th, 2024 Conference Room

**SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
June 20, 2024**

Trustees Attending:

President: Barbara A. McLean
Vice President: Lyndsie M. Guy
Secretary: Jamie Curtis
Treasurer: Jeffrey Scott

Gail Bardhan*
Julie Fromer
Nogaye Ka-Tandia
Kathryn C. Mack
Svetlana Short
Kate Paterson
Harry Merritt
Barry W. Nicholson
Louise Richardson

*Attended the meeting via Zoom.

Guests:

Pauline Emery, Library Director
Lori Reenan, Business Manager

Call to Order:

President Barbara A. McLean called the meeting to order at 4:30 PM

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the May 16, 2024, Regular Meeting
May 2024 Financial Reports**

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

Director's report:

Pauline stated she will present a power point presentation with slides emphasizing programs and monthly statistics at the annual meeting. She shared that staff, and several trustees attended the STLS CTE held at the Radisson. During the lunch break approximately 50 attendees came over for a tour of the children's room. It has generated lots of interest in how it came to be.

Lyndsie Guy, who attended the CTE said it was nice to get with others to reinforce what you already know. She said she found the session on "Fun Topics from the Trustee Handbook Book Club" to be of particular interest.

Barb said she attended some sessions that pertained to her role as trustee, but also enjoyed attending the “30 Favorite Storytime Books & How to Use Them”, for fun. She enjoyed the keynote speaker who had presented at a previous conference.

Pauline stated that staff is busy preparing for the summer reading program. The theme this year is “*Adventure begins at Your Library*”. The Children’s area is decked out with camping items including tents and a campfire.

In addition, Pauline shared that Miss Sue will be a monthly guest on WENY Sunday Morning Show.

Finance:

(See financial reports for May 2024)

The finance committee met on May 13, 2024. Treasurer Jeffrey Scott highlighted that expenses continue to be under, that the utilities bill was delayed so those numbers look low, and grants receivable are low due to the library not obtaining a grant for the website. This month we are over budget, but we are in good shape year to date

NYS Construction Resolution

Barb reminded the trustees of the previous discussion to apply for a NYS construction aid. The grant will be to help cover the expenses to address the staff parking lot issues. Pauline said she received notice from STLS that projects will be matched at 50% due to the number of grant submissions. Barry questioned if the proposal can be submitted without the parking lot drawing. Pauline stated that Robert Drew is drawing up an RFP for the design portion of the project which will be submitted with the actual grant in July. This request is to show intent and will be presented to the STLS Board next week.

Barbara McLean stated the Finance Committee recommends approval of the Resolution for NYS Construction Aid request for the Parking Lot project

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.

Trustees voted unanimously to approve the above resolution.

Committee Updates

- **Facilities-** Chair Barry Nicholson deferred to Pauline who said there was an issue with a delivery person getting stuck between floors in the elevator. Tom Creath from EDC attended to the situation, calling in OTIS for repairs.
- **PR/Advocacy-** Chair Barbara McLean said a new web design agreement has been made, and the web designer has already had an initial meeting with Pauline and two staff members.

- **Fund Development-** Chair Louise Richardson said there's nothing to report.
- **Nominating-** Chair Barbara McLean had nothing to report.
- **Policy-** Chair Barbara McLean said the committee met and discussed that 3 employees who now fit the exempt status will be notified of that change. The staff is talking with an alternate insurance broker due to the poor quality of service with our current brokers. In addition, they are looking at assigning a staff member to oversee bug issues. An assistant director listing and job description will be put out soon. Initially a search will be for someone with an MLS, and if there is no response the search will be widened to include candidates with great management skills. Svetlana and Jamie both had ideas of prospects and will share them with Pauline.
- **Scholarship-** Chair Julie Fromer stated there were 12 applications received for the Nancy Doult scholarship. The winners have been selected and will be awarded at the annual meeting following this meeting.
- **Friends-** Pauline attended the Friends of the Library meeting on June 12. The Friends presented her with a check for \$24,000 from the proceeds of their Spring book sale. Julie shared that the Friends have a booth at the farmer's market during the summer to give away books.
- **Strategic Planning-** Chair Lyndsie Guy said the committee is on hiatus for the summer and will regroup in the fall.

Other Business:

The meeting moved to executive session to discuss a personnel matter.

Upon recommendation of the policy and personnel committee the library move forward with pursuing a job share agreement between STLS and SSC Library. The vote was unanimous at 5:01 pm.

ADJOURNMENT:

President Barbara A. McLean adjourned the meeting at 5:02 PM

The next regular board meeting of the Board of Trustees is scheduled for July 18, 2024, 4:30-5:30PM in the library conference room.

Account Balances: Checking, Savings, Investments & Loans
As of 6/30/2024

| BANK ACCOUNTS | |
|---|-------------------|
| FINANCIAL INSTITUTION: | AMOUNT |
| CHEMUNG CANAL TRUST COMPANY: | \$ 324,818 |
| CORNING CREDIT UNION: Operational Reserve | \$ 84,514 |
| COMMUNITY BANK: | |
| - Capital Reserve : | \$ 95,266 |
| - Construction Grant Funds: funds transferred to Cap. Reserve | \$ - |
| TOTAL BANK BALANCE | \$ 504,599 |

| INVESTMENTS | | |
|-----------------------------------|--------------|---------------------|
| | Previous Mo. | Current Mo. |
| CHARLES SCHWAB (BOARD DESIGNATED) | \$ 3,365,901 | 3,363,722 |
| CHARLES SCHWAB (ENDOWMENT) | \$ 3,434,275 | 3,431,524 |
| INVESTMENT TOTAL | | \$ 6,795,245 |

| | |
|---------------------------|---------------------|
| TOTAL ALL ACCOUNTS | \$ 7,299,844 |
|---------------------------|---------------------|

| LOANS | |
|---|-------------------|
| Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040 | \$ 215,013 |
| EIDL LOAN: 2.75% interest, Deferred payment until 8/2024 | \$ 529,082 |
| TOTAL LOANS OUTSTANDING | \$ 744,095 |

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

Southeast Steuben County Library

Budget vs. Actuals

January - June, 2024

| | Jun 2024 | | | Total | | | |
|--------------------------------------|-------------------|-------------------|------------------|---------------------|---------------------|-------------------|-------------|
| | Actual | Budget | over Budget | Actual | Budget | over Budget | 2024 Budget |
| Income | | | | | | | |
| 4000 Public Funds | | 0 | 0 | 912,150 | 911,119 | 1,031 | 911,119 |
| 4100 Grants/Donations | 27,299 | 29,000 | -1,701 | 145,699 | 140,073 | 5,626 | 228,220 |
| 4300 Service Fees | 983 | 1,225 | -242 | 7,624 | 7,650 | -26 | 15,000 |
| 4400 Other Revenue | 551 | 300 | 251 | 4,845 | 3,600 | 1,245 | 7,650 |
| 4500 Other Income | 5,512 | 11,293 | -5,780 | 5,512 | 16,893 | -11,380 | 33,785 |
| Total Income | \$ 34,345 | \$ 41,818 | -\$ 7,472 | \$ 1,075,829 | \$ 1,079,335 | -\$ 3,505 | |
| Gross Profit | \$ 34,345 | \$ 41,818 | -\$ 7,472 | \$ 1,075,829 | \$ 1,079,335 | -\$ 3,505 | 1,195,774 |
| Endowment Draw | | | | | | | 253,895 |
| Operational Reserve | | | | | | | 74,316 |
| Capital Reserve | | | | | | | 33,385 |
| Total Income | | | | | | | 1,557,370 |
| Expenses | | | | | | | |
| 5000 Payroll | 56,967 | 61,497 | -4,530 | 362,757 | 400,332 | -37,575 | 800,065 |
| 5100 Payroll Taxes, Benefits, & Ins. | 12,702 | 11,847 | 855 | 80,902 | 87,704 | -6,802 | 174,891 |
| 6000 Facilities | 8,406 | 13,700 | -5,294 | 68,602 | 76,850 | -8,248 | 194,385 |
| 7000 Library Materials/Services | 10,614 | 9,825 | 789 | 162,090 | 160,739 | 1,351 | 238,339 |
| 7200 Library Programs | 1,172 | 3,800 | -2,628 | 12,959 | 15,570 | -2,611 | 31,120 |
| 8000 Administration & General | 8,914 | 4,265 | 4,649 | 49,171 | 39,665 | 9,506 | 79,850 |
| 8100 Other Expense | 22 | 3,300 | -3,278 | 6,867 | 5,450 | 1,417 | 9,500 |
| 8300 Capital | 1,480 | 1,500 | -20 | 8,881 | 9,000 | -119 | 29,220 |
| Total Expenses | \$ 100,276 | \$ 109,734 | -\$ 9,458 | \$ 752,229 | \$ 795,310 | -\$ 43,081 | 1,557,370 |
| Net Operating Income | -\$ 65,931 | -\$ 67,917 | \$ 1,985 | \$ 323,600 | \$ 284,025 | \$ 39,575 | |
| Net Income | -\$ 65,931 | -\$ 67,917 | \$ 1,985 | \$ 323,600 | \$ 284,025 | \$ 39,575 | |

Southeast Steuben County Library

Budget vs. Actuals

January - June, 2024

| | June Budget vs Actual | | | Jan. - June Budget vs Actual | | | |
|---|-----------------------|------------------|------------------|------------------------------|---------------------|-------------------|-------------|
| | Actual | Budget | over Budget | Actual | Budget | over Budget | 2024 Budget |
| Income | | | | | | | |
| 4000 Public Funds | | | | | | | |
| 4005 Tax Levy | | 0 | 0 | 912,150 | 911,119 | 1,031 | 911,119 |
| Total 4000 Public Funds | \$ 0 | \$ 0 | \$ 0 | \$ 912,150 | \$ 911,119 | \$ 1,031 | 911,119 |
| 4100 Grants/Donations | | | | | | | |
| 4110 County Grants | | 0 | 0 | 20,973 | 20,973 | 0 | 20,973 |
| 4111 NYS Grants | | 0 | 0 | 0 | 0 | 0 | 7,147 |
| 4120 Other Grants | 150 | 500 | -350 | 3,260 | 11,500 | -8,240 | 12,500 |
| 4130 Fund Raising/Donations | 44 | 250 | -206 | 1,308 | 1,500 | -192 | 3,000 |
| 4140 Memorials/Honors | 100 | 250 | -150 | 856 | 500 | 356 | 1,000 |
| 4150 Friends of the Library | 24,000 | 25,000 | -1,000 | 24,000 | 25,000 | -1,000 | 47,000 |
| 4155 Annual Appeal | 2,730 | 2,000 | 730 | 25,483 | 14,000 | 11,483 | 65,000 |
| 4165 Corning Enterprises | | 0 | 0 | 25,750 | 25,750 | 0 | 25,750 |
| 4185 Matching Funds | 275 | 1,000 | -725 | 6,218 | 3,000 | 3,218 | 8,000 |
| 4190 Community Foundation | | 0 | 0 | 37,850 | 37,850 | 0 | 37,850 |
| Total 4100 Grants/Donations | \$ 27,299 | \$ 29,000 | -\$ 1,701 | \$ 145,699 | \$ 140,073 | \$ 5,626 | 228,220 |
| 4300 Service Fees | | | | | | | |
| 4310 Fees | 625 | 825 | -200 | 5,362 | 4,950 | 412 | 10,000 |
| 4320 Copier Fees | 358 | 400 | -42 | 2,262 | 2,700 | -438 | 5,000 |
| Total 4300 Service Fees | \$ 983 | \$ 1,225 | -\$ 242 | \$ 7,624 | \$ 7,650 | -\$ 26 | 15,000 |
| 4400 Other Revenue | | | | | | | |
| 4401 HS Learning Center PR reimburse | 551 | 300 | 251 | 4,845 | 3,600 | 1,245 | 7,650 |
| Total 4400 Other Revenue | \$ 551 | \$ 300 | \$ 251 | \$ 4,845 | \$ 3,600 | \$ 1,245 | 7,650 |
| 4500 Other Income | | | | | | | |
| 4510 EDC cash transfer | 5,512 | 11,293 | -5,780 | 5,512 | 16,893 | -11,380 | 33,785 |
| Total 4500 Other Income | \$ 5,512 | \$ 11,293 | -\$ 5,780 | \$ 5,512 | \$ 16,893 | -\$ 11,380 | 33,785 |
| Total Income | \$ 34,345 | \$ 41,818 | -\$ 7,472 | \$ 1,075,829 | \$ 1,079,335 | -\$ 3,505 | |
| Gross Profit | \$ 34,345 | \$ 41,818 | -\$ 7,472 | \$ 1,075,829 | \$ 1,079,335 | -\$ 3,505 | 1,195,774 |
| Endowment Draw | | | | | | | 253,895 |
| Operational Reserve | | | | | | | 74,316 |
| Capital Reserve | | | | | | | 33,385 |
| Total Income | | | | | | | 1,557,370 |
| Expenses | | | | | | | |
| 5000 Payroll | | | | | | | |
| 5010 Wages | 56,655 | 61,182 | -4,527 | 360,121 | 397,682 | -37,561 | 795,365 |
| 5020 Payroll Service | 311 | 315 | -4 | 2,636 | 2,650 | -14 | 4,700 |
| Total 5000 Payroll | \$ 56,967 | \$ 61,497 | -\$ 4,530 | \$ 362,757 | \$ 400,332 | -\$ 37,575 | 800,065 |
| 5100 Payroll Taxes, Benefits, & Ins. | | | | | | | |
| 5110 Retirement | 1,717 | 1,940 | -223 | 11,141 | 12,615 | -1,474 | 25,250 |
| 5112 Retirement Fees | 2,419 | 0 | 2,419 | 2,419 | 2,000 | 419 | 8,000 |
| 5120 FICA/Medicare | 4,217 | 4,615 | -398 | 26,831 | 30,000 | -3,169 | 60,000 |
| 5130 Insurance-Worker's Comp. | | 0 | 0 | 2,882 | 3,200 | -318 | 6,400 |

Southeast Steuben County Library

Budget vs. Actuals

January - June, 2024

| | June Budget vs Actual | | | Jan. - June Budget vs Actual | | | |
|--|-----------------------|------------------|------------------|------------------------------|-------------------|------------------|-------------|
| | Actual | Budget | over Budget | Actual | Budget | over Budget | 2024 Budget |
| 5140 Insurance-Disability | -47 | 0 | -47 | 766 | 800 | -34 | 800 |
| 5145 Paid Family Leave | -211 | 0 | -211 | 1,658 | 1,000 | 658 | 1,000 |
| 5150 Insurance-Medical Ins. | 4,659 | 5,000 | -341 | 27,426 | 30,000 | -2,574 | 62,000 |
| 5152 Insurance-Dental | -53 | 292 | -345 | 1,585 | 1,748 | -163 | 3,500 |
| 5153 HSA | 0 | 0 | 0 | 3,735 | 4,000 | -265 | 4,000 |
| 5160 Insurance-Unemployment | | 0 | 0 | 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. | \$ 12,702 | \$ 11,847 | \$ 855 | \$ 80,902 | \$ 87,704 | -\$ 6,802 | 174,891 |
| 6000 Facilities | | | | | | | |
| 6020 Cleaning | 2,413 | 2,500 | -87 | 15,978 | 15,000 | 978 | 37,000 |
| 6030 Maintenance & Repair-Building | 5,109 | 500 | 4,609 | 12,504 | 2,150 | 10,354 | 44,385 |
| 6060 Utilities | 148 | 4,200 | -4,052 | 12,835 | 26,800 | -13,965 | 52,000 |
| 6070 Maintenance Contracts | 736 | 0 | 736 | 14,042 | 12,400 | 1,642 | 34,000 |
| 6080 Insurance - Library | | 4,500 | -4,500 | 9,060 | 13,500 | -4,440 | 18,000 |
| 6085 Insurance-Upstairs | | 2,000 | -2,000 | 4,182 | 7,000 | -2,818 | 9,000 |
| Total 6000 Facilities | \$ 8,406 | \$ 13,700 | -\$ 5,294 | \$ 68,602 | \$ 76,850 | -\$ 8,248 | 194,385 |
| 7000 Library Materials/Services | | | | | | | |
| 7010 Books | 3,254 | 3,000 | 254 | 18,607 | 17,500 | 1,107 | 36,000 |
| 7015 Memorial/Honor Books | 273 | 100 | 173 | 949 | 400 | 549 | 1,000 |
| 7020 Periodicals | 266 | 0 | 266 | 3,152 | 3,250 | -98 | 5,000 |
| 7030 Audio-visuals | 321 | 300 | 21 | 2,559 | 1,500 | 1,059 | 5,000 |
| 7036 Digital Content | 3,008 | 2,000 | 1,008 | 49,231 | 45,000 | 4,231 | 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 | 13,694 | 13,500 | 194 | 27,000 |
| 7045 Public Internet | 470 | 1,000 | -530 | 3,113 | 6,175 | -3,062 | 13,000 |
| 7046 Computer Software & Access. | | 50 | -50 | 2,128 | 350 | 1,778 | 2,500 |
| 7047 Copier Expense-Public | 120 | 100 | 20 | 702 | 550 | 152 | 1,200 |
| 7050 Cost Share Fees | | 0 | 0 | 52,319 | 52,139 | 180 | 52,139 |
| 7070 Library Supplies | 397 | 575 | -178 | 3,226 | 3,525 | -299 | 7,000 |
| 7075 Book Processing Fees | 223 | 450 | -227 | 1,339 | 2,350 | -1,011 | 4,500 |
| 7080 Library Furnishings | | 0 | 0 | 0 | 0 | 0 | 5,000 |
| Total 7000 Library Materials/Services | \$ 10,614 | \$ 9,825 | \$ 789 | \$ 162,090 | \$ 160,739 | \$ 1,351 | 238,339 |
| 7200 Library Programs | | | | | | | |
| 7210 Children's Programs | 130 | 2,000 | -1,870 | 3,799 | 5,620 | -1,821 | 7,120 |
| 7215 Y/A Programs | 604 | 250 | 354 | 3,860 | 2,250 | 1,610 | 7,000 |
| 7220 Volunteer's | | 0 | 0 | 113 | 125 | -12 | 750 |
| 7225 Adult Programs | 198 | 750 | -552 | 1,675 | 2,400 | -725 | 5,250 |
| 7235 Coffee Tea & English | 33 | 150 | -117 | 230 | 400 | -170 | 750 |
| 7240 Grant Programs | | 150 | -150 | 465 | 900 | -435 | 2,500 |
| 7241 Digital Literacy Program | | 300 | -300 | 1,530 | 1,800 | -270 | 3,500 |

Fire Ins. Repairs/HVAC

Southeast Steuben County Library

Budget vs. Actuals

January - June, 2024

| | June Budget vs Actual | | | Jan. - June Budget vs Actual | | | |
|--|-----------------------|-------------------|------------------|------------------------------|-------------------|-------------------|------------------|
| | Actual | Budget | over Budget | Actual | Budget | over Budget | 2024 Budget |
| 7242 Outreach Programs | 150 | 200 | -50 | 1,047 | 1,700 | -653 | 3,500 |
| 7275 Program Mileage Expense | 57 | 0 | 57 | 239 | 375 | -136 | 750 |
| Total 7200 Library Programs | \$ 1,172 | \$ 3,800 | -\$ 2,628 | \$ 12,959 | \$ 15,570 | -\$ 2,611 | 31,120 |
| 8000 Administration & General | | | | | | | |
| 8005 Advertising | | 250 | -250 | 6,729 | 4,100 | 2,629 | 5,000 |
| 8010 Bank Fees | 63 | 100 | -37 | 548 | 650 | -102 | 1,350 |
| 8015 Collection Fees | 103 | 60 | 43 | 309 | 370 | -61 | 750 |
| 8017 Dues/Memberships | 370 | 350 | 20 | 813 | 1,120 | -307 | 2,500 |
| 8025 Insurance - Liability Director | | 1,500 | -1,500 | 2,884 | 4,300 | -1,416 | 6,000 |
| 8041 Computer Software & Access. | | 25 | -25 | 2,622 | 1,125 | 1,497 | 5,000 |
| 8043 Copier Expense-Office | 383 | 800 | -418 | 2,213 | 2,700 | -487 | 5,600 |
| 8046 Postage | | 210 | -210 | 568 | 560 | 8 | 1,000 |
| 8050 Professional-Audit/Actg | | 0 | 0 | 17,720 | 11,500 | 6,220 | 17,000 |
| 8062 IT Contracts | 571 | 560 | 11 | 3,424 | 3,450 | -26 | 7,000 |
| 8063 Computer Equipment | | 0 | 0 | 0 | 1,000 | -1,000 | 2,000 |
| 8065 Professional-Legal | | 0 | 0 | 372 | 2,000 | -1,628 | 5,000 |
| 8070 Supplies-Office | 143 | 200 | -57 | 1,662 | 3,200 | -1,538 | 5,000 |
| 8080 Telephone | 192 | 210 | -18 | 1,219 | 1,740 | -521 | 3,000 |
| 8082 Internet | 90 | 0 | 90 | 180 | 100 | 80 | 400 |
| 8083 Web Design/Maintenance | 7,000 | 0 | 7,000 | 7,100 | 250 | 6,850 | 10,250 |
| 8085 Training/Conferences | | 0 | 0 | 809 | 1,500 | -691 | 3,000 |
| Total 8000 Administration & General | \$ 8,914 | \$ 4,265 | \$ 4,649 | \$ 49,171 | \$ 39,665 | \$ 9,506 | 79,850 |
| 8100 Other Expense | | | | | | | |
| 8130 Miscellaneous | 22 | 300 | -278 | 6,867 | 2,200 | 4,667 | 5,000 |
| 8195 Fund Raising | | 0 | 0 | 0 | 250 | -250 | 1,500 |
| 8198 Scholarship | | 3,000 | -3,000 | 0 | 3,000 | -3,000 | 3,000 |
| Total 8100 Other Expense | \$ 22 | \$ 3,300 | -\$ 3,278 | \$ 6,867 | \$ 5,450 | \$ 1,417 | 9,500 |
| 8300 Capital | | | | | | | |
| 8345 HVAC Loan | 1,480 | 1,500 | -20 | 8,881 | 9,000 | -119 | 11,220 |
| 8347 EIDL Loan | | 0 | 0 | 0 | 0 | 0 | 18,000 |
| Total 8300 Capital | \$ 1,480 | \$ 1,500 | -\$ 20 | \$ 8,881 | \$ 9,000 | -\$ 119 | 29,220 |
| Total Expenses | \$ 100,276 | \$ 109,734 | -\$ 9,458 | \$ 752,229 | \$ 795,310 | -\$ 43,081 | 1,557,370 |
| Net Operating Income | -\$ 65,931 | -\$ 67,917 | \$ 1,985 | \$ 323,600 | \$ 284,025 | \$ 39,575 | |
| Net Income | -\$ 65,931 | -\$ 67,917 | \$ 1,985 | \$ 323,600 | \$ 284,025 | \$ 39,575 | |

1st pymt for web design

Southeast Steuben County Library Profit & Loss Budget Performance

June 2024

| | Jun 24 | Budget | Jan - Jun 24 | YTD Budget | Annual Budget |
|--------------------------------------|-----------|------------|--------------|------------|---------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 5100 Rental Income | 4,300.61 | 4,300.61 | 25,803.66 | 25,803.66 | 51,607.32 |
| Total Income | 4,300.61 | 4,300.61 | 25,803.66 | 25,803.66 | 51,607.32 |
| Gross Profit | 4,300.61 | 4,300.61 | 25,803.66 | 25,803.66 | 51,607.32 |
| Expense | | | | | |
| Administrative | | | | | |
| Insurance | 0.00 | 2,000.00 | 2,200.21 | 4,000.00 | 8,000.00 |
| Management Fee | 1,200.00 | 1,200.00 | 7,200.00 | 7,200.00 | 14,400.00 |
| Miscellaneous | 10.49 | 25.00 | 48.41 | 150.00 | 300.00 |
| Total Administrative | 1,210.49 | 3,225.00 | 9,448.62 | 11,350.00 | 22,700.00 |
| Bank Service Charges | 10.00 | | 10.00 | | |
| Custodial | | | | | |
| Contracted Services | 0.00 | 1,337.00 | 1,812.00 | 2,674.00 | 7,350.00 |
| Supplies | 547.14 | 241.68 | 2,514.88 | 1,450.08 | 2,900.00 |
| Total Custodial | 547.14 | 1,578.68 | 4,326.88 | 4,124.08 | 10,250.00 |
| Interest Expense | 0.00 | 1,800.00 | 1,500.00 | 3,600.00 | 7,200.00 |
| Repairs and Maintenance | | | | | |
| Elevator Contract OTIS | 0.00 | 0.00 | 8,125.00 | 7,350.00 | 7,350.00 |
| Elevator Maintenance | 140.00 | 0.00 | 140.00 | 2,000.00 | 2,900.00 |
| Emergency Equipment | 145.24 | 250.00 | 5,614.57 | 5,850.00 | 6,980.00 |
| General Repairs/Maint | 125.00 | 667.00 | 2,445.34 | 3,998.00 | 8,000.00 |
| HVAC Contract TRANE | 0.00 | 5,000.00 | 0.00 | 8,000.00 | 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 | 410.24 | 5,917.00 | 24,647.52 | 28,694.34 | 40,226.34 |
| Services | | | | | |
| Landscaping | 3,320.00 | 3,000.00 | 3,320.00 | 3,000.00 | 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 | 3,320.00 | 3,000.00 | 7,230.52 | 6,800.00 | 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 | 5,497.87 | 15,520.68 | 47,163.54 | 54,568.42 | 89,376.34 |
| Net Ordinary Income | -1,197.26 | -11,220.07 | -21,359.88 | -28,764.76 | -37,769.02 |
| Net Income | -1,197.26 | -11,220.07 | -21,359.88 | -28,764.76 | -37,769.02 |

Southeast Steuben County Library

Balance Sheet

As of June 30, 2024

| | <u>Jun 30, 24</u> |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1120 Checking @ Chemung Canal | 1,713.42 |
| Total Checking/Savings | 1,713.42 |
| Accounts Receivable | |
| Accounts Receivable | 8,932.01 |
| Total Accounts Receivable | 8,932.01 |
| Total Current Assets | 10,645.43 |
| TOTAL ASSETS | 10,645.43 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 4,530.49 |
| Total Accounts Payable | 4,530.49 |
| 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 | 58,517.00 |
| Total Liabilities | 58,517.00 |
| Equity | |
| Unrestricted Net Assets | -26,511.69 |
| Net Income | -21,359.88 |
| Total Equity | -47,871.57 |
| TOTAL LIABILITIES & EQUITY | 10,645.43 |

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
JUNE MONTHLY REPORT
PRESENTED THURSDAY JULY 18, 2024**

| | JUNE 2024 | JUNE2023 | YTD 2024 | YTD 2023 |
|--------------------------------------|------------------|-----------------|-----------------|-----------------|
| Patrons | 10,951 | 10,988 | 69,129 | 64,570 |
| Children's program attendance | 985 | 1,460 | 12,291 | 8,688 |
| YA program attendance | 436 | 240 | 915 | 823 |
| Adult program attendance | 249 | 237 | 2,112 | 2,149 |
| Circulation | 10,580 | 11,809 | 66,789 | 70,538 |
| PC use | 581 | 641 | 3,698 | 2,953 |
| Digital Literacy | 224 | 241 | 1,815 | 1,852 |
| Wifi* | 4,860 | 4,500 | 32,065 | 21,829 |
| Creation Station | 10 | 15 | 103 | 63 |
| Digital circulation | 5,598 | 3,717 | 29,054 | 25,654 |
| Databases | 651 | 337 | 2,035 | 2,459 |

Children's Department Stats for June 2024

In House

Erwin Valley Kindergarten-library cards and ABC storytime (Sue)

4 programs

77 attendees

Brick by Brick (Sue)

1 program

27 attendees

Carder Kindergarten-library cards and ABC storytime (Sue)

3 programs

73 attendees

Crafty Corner (Angel)

4 programs

93 attendees

Severn Kindergarten-library cards and ABC storytime (Sue)

4 programs

94 attendees

Happy Tales (Angel)

1 program

17 attendees

Preschool Storytime (Sue with craft after by City Parks and Rec)

3 programs

117 attendees

Tween Time (Sue)

2 programs

11 attendees

Winfield Kindergarten-library cards and ABC storytime (Sue)

1 program

42 attendees

Friday Film (children's staff)

1 program

12 attendees

Saturday Morning Movie (Sue set up, page in movie)

1 program

2 attendees

MiniMaker (Angel)

1 program

4 attendees

Summer Tween/Teen Volunteer Training (Sue)

2 programs

84 attendees

Sue's Outreach

Storytime in the Park with playtime after with PRC

2 programs

129 attendees

Storytime in Centerway Square with The Gaffer District

2 programs

189 attendees

Lil' Rockwell with The Rockwell

1 program

14 attendees

Children's Department Totals

33 programs

985 attendees

297 Reference Questions Answered

_____ TEEN JUNE 2024 _____

ATLAS (At the Library After School)

Total Sessions:

2 synchronous, in-person

Total Attendees:

13 synchronous, in-person

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

Total Sessions:

2 synchronous, in-person

Total Attendees:

14 synchronous, in-person

Fairy Drag Parent Workshop with Southern Finger Lakes Pride

Total Sessions:

1 synchronous, in-person

Total Attendees:

19 synchronous, in-person

Teen Dungeons & Dragons

Total Sessions:

1 synchronous, in-person

Total Attendees:

6 synchronous, in-person

Tween Dungeons & Dragons

Total Sessions:

1 synchronous, in-person

Total Attendees:

15 synchronous, in-person

CPP Middle School - 6th Grade English Class visits

Total Sessions:

7 synchronous, in-person

Total Attendees:

320 synchronous, in-person

Community Foundation Scholarship Fair Total Sessions:

1 synchronous, in-person

Total Attendees:

49 synchronous, in-person

Totals Total Sessions/Presentations: 15

Total Attendees/Views: 436

Teen Tones Webpage: 67 views T

CASH AND COLLECTION

Items weeded 219

Items added 331

Collection total 133,

Patron Registration 220

Fees \$476.64

Friends \$198.50

Reference questions ref/circ 910 and 297 children = 1,207

VOLUNTEER Statistics for June 2024

Total Number of Volunteers: 98

Total Number of Hours: 374.5 hours

Average Hours/Volunteer: 3.82 hrs/person

Summer reading student volunteers: 59

Total Number of Hours: 59 hours

Average Hours/Volunteer: 1 hr/person (training)

JUNE 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 | 17 | 114 | 12 | 29 |
| Com. Small | 10 | 27 | 2 | 12 |
| Com. Large | 4 | 25 | 14 | 18 |
| Com. Full | 0 | 0 | 3 | 3 |
| Totals | 31 | 166 | 31 | 62 |

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

Adult Services Report, June 2024

Services

There was a total of **557 reference questions** answered at the reference desk and **353 reference questions** recorded at the circulation desk in June.

Total Reference Questions Recorded: 910

Computer Usage In-House by Municipality

Caton: 2

Town of Corning: 17

City of Corning: 124

Campbell: 7

Erwin (including P. Post & Cooper's Plains): 15

Hornby: 6

Lindley: 3

Other NY: 30

Out of State: 8

Adult Program Attendance: **249 people**

Number of Programs: **33 programs**

Lori Outreach

Books by Mail:

| Date | # circulated | # returned |
|-----------|--------------|------------|
| 6/13/2024 | 5 | 4 |
| 6/25/2024 | 3 | 2 |
| | <hr/> | <hr/> |
| | 8 | 6 |

This represents 2 patrons.

No Books on Wheels this month.

Heritage Quest Usage: 517 unique searches in June 2024

Library Speakers Consortium Author Talks

June 1 – 30, 2024

| Name | Event Date | Total Registrations (?) | Total Live Views (?) | Unregistered Archive Views (?) | Total Archive Views (?) |
|--|------------|-------------------------|----------------------|--------------------------------|-------------------------|
| Unpacking a History of Systemic Racism in the American Education System with Tiffany Jewell | 2024-06-20 | 9 | 3 | 21 | 21 |
| Psychological Thrillers and the Queen of Twists– An Author Talk with Freida McFadden | 2024-06-14 | 3 | 2 | 74 | 75 |
| For the Love of Mars: A Human History of the Red Planet with Smithsonian Curator Matt Shindell | 2024-06-03 | 3 | 1 | 57 | 57 |

Storymusing Book Reviews

Finlay Donovan is Killing It by Elle Cosimano – 8 views

Total blog views for June: **1,901 views**

Scrabble

Tuesdays at 1 pm

6/4: 4 people

6/11: 4 people

6/18: 4 people

6/25: 6 people

Mah Jongg

Wednesdays at 1 pm

6/5: 15 people

6/12: 14 people

6/19: No program

6/26: 12 people

Corning Area Writers Group –

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

6/5: 13 people

6/12: 16 people

6/19: 13 people

6/26: 13 people

Adult D&D Gaming Group

| | |
|--------|---|
| 5-Jun | 9 |
| 12-Jun | 8 |
| 26-Jun | 6 |

Sticky Notes Thematic Book Club

6/26 @ 11:30 am

3 people met to talk about “The Yellow Wallpaper” by Charlotte Perkins Gilman.

Disasters in Steuben County History with Kirk House

06/06/2024 @ 1:00 pm - 2:00 pm

Kirk House, director of Steuben County Historical Society and former Curtiss Museum director, presented a fascinating talk to **23 people** on Steuben disasters, including which disasters took the highest death tolls, and why they did so. We looked at the Spanish flu, COVID, the Civil War, the 1912 rail disaster in Gibson, and the 1972 Hurricane Agnes flood, among others.

June Creation Station Stats from Kayla

June Crafting with Kimberly – 6 people attended

Makerspace Usage

8 independent uses

2 training sessions (2 Adobe Illustrator) 2 attendees

Tools Used:

2- 3D Printing

2- Adobe Illustrator

1- Cricut 3- General Tools Total Sessions: 10

6 -3D Print Requests, about 91 hours of print time

10 participants in collaborative puzzle activity

From Maryalice

2024 June Coffee, Tea & English Summary (one group in person)

No VOCABULARY class in June. The Vocabulary Class will resume meeting in September. 25 people participated in the 4 in-person sessions of the CONVERSATION group representing 4 countries (Algeria, Brazil, and one new person each from Mexico and Azerbaijan). We discussed bees, social media, qualities of pleasant and unpleasant situations, travel experiences, confusing American habits, and small perceived injustices from childhood. The Conversation group will continue to meet through July.

No BOOK CLUB in June. The Book Club will resume meeting in September with *The Help* by Kathryn Stockett.

June 2024 Volunteer & Staff Zoom Summary (virtual)

18 people met over 3 weekly Zoom sessions in June 2024 to discuss articles about The Great American Read; Top books in 2024 so far; book vending machines; diversity of characters in modern publishing; the Col. William Murrell story and to talk about what we are currently reading.

Digital Stats from Linda

Stats June 2024

Hoopla Stats

| | |
|---|-------------------|
| No. Patrons Who Borrowed Content | 339 |
| New Patron Accounts | 41 |
| No. Circulated Titles | 1,369 |
| Funds Spent in month | \$3,007.51 |

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 |
| Jun-24 | \$3,007.51 |
| Total of Funds Spent 2024 Through End of Last Month | \$17,275.30 |

Breakdown of Hoopla Circulated Items

| Formats | Cost | Number of Format |
|----------------|-------------|-------------------------|
|----------------|-------------|-------------------------|

| | | <i>Checkouts</i> | |
|---------------------|-------------------|------------------|-------------------------------|
| <i>Audiobooks</i> | <i>\$1,994.38</i> | <i>764</i> | |
| <i>Binge Passes</i> | <i>\$20.93</i> | <i>7</i> | |
| <i>Comics</i> | <i>\$144.69</i> | <i>111</i> | |
| <i>eBooks</i> | <i>\$421.16</i> | <i>258</i> | |
| <i>Movies</i> | <i>\$193.64</i> | <i>86</i> | |
| <i>Music</i> | <i>\$94.39</i> | <i>61</i> | |
| <i>TV Shows</i> | <i>\$138.32</i> | <i>82</i> | |
| <i>Total Cost</i> | <i>\$3,007.51</i> | <i>1369</i> | <i>Total Circulations</i> |

Programs

| | |
|-----------------------------|----------|
| <i>Movie Matinee</i> | <i>3</i> |
| <i>Book Club for Adults</i> | <i>8</i> |
| <i>Tech Appointments</i> | <i>3</i> |

Blog Stats

| | |
|---------------------------------------|------------|
| <i>Tech & Book Talk Views</i> | <i>330</i> |
| <i>Corning NY History Views</i> | <i>333</i> |
| <i>Creation Stationary Views</i> | <i>75</i> |
| <i>SSL Book Club for Adults Views</i> | <i>73</i> |
| <i>Total</i> | <i>811</i> |

Mango Sessions *121*

Overdrive

| | |
|---------------------------------|-------|
| Overdrive Checkouts | 3,233 |
| OWWL Checkouts | 65 |
| FLLS Checkouts | 104 |
| Magazines (formerly RB Digital) | 827 |

Digital Help-Reference Desk Sessions and Questions

| | |
|--|-----|
| Total Number of Sessions and Questions | 224 |
| Basic Computer Help | 137 |
| Multimedia | 58 |

| | |
|------------------------|------------------------------------|
| Research Training | 12 |
| Workforce Development | 5 |
| Tech Coaching Sessions | 7 + 3 for Linda + 2 for Kayla = 12 |

Lynda / LinkedIn Learning

| | |
|-------------------------------|------------------------|
| June log-ins | 13 |
| Total hours of content viewed | 40 minutes, 37 seconds |

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 | | 6 people in 1 session |
| Crafting with Kimberly | Onsite | Recorded | Youtube | 20 views |
| Crafting with Kimberly | Kits | | | 4 kits to go put out and taken |
| Scrabble Tuesdays | Onsite | Live | | 14 in 4 sessions |
| Mah Jongg Wednesdays | Onsite | Live | | 41 in 3 sessions |
| Corning Area Writers Group Wednesdays | Onsite | Live | | 55 in 4 sessions |
| Coffee Tea & English Conversation | Onsite | Live | | 25 in 4 sessions |
| Volunteer & Staff | Virtual | Live | Zoom | 18 people in 3 sessions |
| Adult Book Club | Onsite | Live | | 8 people in 1 session |
| June Monthly Matinee: No Hard Feelings | | | | 3 people in 1 session |
| Sticky Notes Thematic Book Club | Virtual | Live | Zoom | 3 people in 1 session |
| Library Consortium Speakers | Virtual | Live | LSC | 6 people for 3 sessions |
| Adult D&D | Onsite | Live | | 23 people in 3 |

| | | | | |
|--|--------|------|--|------------------------|
| | | | | sessions |
| Disasters in Steuben County History with Kirk House | Onsite | Live | | 23 people in 1 session |
| LSC video views | | | | 153 |

**Southeast Steuben County Library
Parking Lot and Drainage Project**

RESOLUTION

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:

Upon the recommendation of the Facilities and Finance committees -

- the Library Director has permission to sign change orders and contracts for services for the Parking Lot and Drainage Project up to \$6,000.
- change orders or contracted services over \$6,000 and up to \$12,000 will be reviewed and recommended by the Facilities committee. Committee review and recommendation can take place virtually or if needed by email.
- any change order or service contract over \$12,000 will be reviewed and recommended by the library board.
- collectively, change orders are not to exceed \$120,000.

WITNESS my hand as Secretary of the Corporation this

July 18, 2024
