

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
PRESENTED SEPTEMBER 19TH 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

 July minutes

 July/Aug. budgets

3. Director's report - (Pauline)

4. Finance (Jeff)

 Endowment Resolution (Barb) - Vote

 990 Final Draft (Barb) - Vote

5. Strategic Planning

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

Strategic Planning Workshop - Brian Hildreth STLS

NEXT BOARD MEETING: Oct 17, 2024 4:30 – 5:30 PM, Conference Room

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

Trustees Attending:

President: Barbara A. McLean
Vice President: Lyndsie M. Guy
Secretary: Jamie Curtis
Treasurer: Jeffrey Scott
Gail Bardhan*
Julie E. Fromer
Nogaye Ka-Tandia*
Harry A. Merritt
Louise Richardson

Absent:

Kathryn C. Mack
Barry W. Nicholson
Kate Paterson
Svetlana Short

Guests:

Pauline Emery, Library Director
Lori Reenan, Library Business Manager

Call to Order:

President Barbara A. McLean called the meeting to order at 4:32 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the June 20, 2024, Regular Meeting and Annual Meeting
June 2024 Financial Reports**

On a motion by Lyndsie Guy, seconded by Julie Fromer, trustees voted unanimously to accept all items on the Consent Agenda.

*Attended the meeting via Zoom.

Director's Report:

Library Director Pauline Emery reported looking at the statistics, the YA numbers are up likely due to middle school visits by staff. Digital increased as well perhaps the commercials assisted with these numbers.

Summer reading is off to a great start with many great programs scheduled for all ages. Daily free lunches are being served to kids under 18, and on Tuesdays children can receive produce from the food bank.

On July 1st STLS launched StarQuest, an initiative for patrons to visit libraries throughout the library system. Patrons receive rewards for visiting 5, 10, 24, and 48 libraries.

It was posted on social media and the website that the library is a NYS cooling center. Pauline encouraged board members to check out the Ground News platform from Libby to flush out disinformation in the news.

Finance:

(See Financial Reports for June 2024.)

The Finance Committee met on July 11, 2024.

Treasurer Jeffrey Scott shared that the committee reviewed budgets and are considering possible ways to assist EDC with financial solvency. The Income and Expenses for June were consistent with previous months.

In preparation of the parking lot project, it will be necessary to have some spending flexibility with change orders. The Finance and Facilities committees recommend the following resolution.

Parking Lot and Drainage Project Resolution

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.

Trustees voted unanimously to approve the above resolution.

Committee Updates:

- **Facilities** – Pauline shared the Hunt proposal for the design for the parking lot project. Bob Drew found a few things that needed to be added which added approximately \$5,000 to the overall cost. The design proposal will be submitted with the grant.

Upon recommendation of the facilities committee the trustees unanimously accepted the proposal from Hunt.
The grant will be submitted at the end of August

- **PR/Advocacy** –Chair Barbara McLean said there is nothing to report this month.
- **Fund Development** – Chair Louise Richardson said the committee met and discussed the annual appeal and how they can best assist the new Assistant Director with it. They also discussed FLX gives and are developing a creative way to market the parking lot as this year’s project.
- **Nominating** – Chair Barbara McLean said there is nothing to report this month.
- **Policy** – Chair Barbara McLean said there is nothing to report this month.
- **Scholarship** – Chair Julie E. Fromer said the committee is looking for a way to encourage students who may not be eligible for other scholarships so more students receive awards. The committee is also reviewing the application as it was evident that the essays submitted were AI produced and not consistent with the responses to short answer questions.
- **Friends of the Library** –Friends of the Library Liaison Julie Fromer said the group is not meeting in the summer. The members are busy working at the farmer’s market each Thursday. They are handing out free books and sharing library programming information.
- **Strategic planning** – Chair Lyndsie Guy requested if trustees have any completed questionnaires to please turn them in. Several committee members plan to be at the farmer’s market with the Friends of the Library to get feedback from market attendees.

Other Business:

Barbara McLean adjourned to executive session at 4:59 p.m.

Upon return to regular session on a motion by Louise Richardson and seconded by Lyndsie Guy the trustees voted to accept the job share arrangement with STLS as recommended by the Policy and Personnel Committee with retroactive pay to July 1, 2024. The trustees voted unanimously to accept the agreement.

Adjournment:

President Barbara McLean said there will be no meeting next month and adjourned the regular meeting at 5:14PM.

The next regular meeting of the Library Board of Trustees is scheduled for September 19, 2024, at 4:30 p.m. in the Library Conference Room.

Account Balances: Checking, Savings, Investments & Loans
As of 7/31/2024

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 189,356
CORNING CREDIT UNION: Operational Reserve	\$ 84,586
COMMUNITY BANK:	
- Capital Reserve :	\$ 95,267
- Construction Grant Funds: funds transferred to Cap. Reserve	
TOTAL BANK BALANCE	\$ 369,209

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	3,363,722	3,491,945
CHARLES SCHWAB (ENDOWMENT)	3,431,524	3,561,433
INVESTMENT TOTAL		\$ 7,053,379

TOTAL ALL ACCOUNTS	\$ 7,422,587
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LOANS	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 214,227
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 529,082
TOTAL LOANS OUTSTANDING	\$ 743,310

OTHER RELATED FUNDS	
COMMUNITY FOUNDATION (as of 6/30/2024)	
LIBRARY SERVICE FUND	\$ 1,058,254

Account Balances: Checking, Savings, Investments & Loans
As of 8/31/2024

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 118,964
CORNING CREDIT UNION: Operational Reserve	\$ 84,810
COMMUNITY BANK:	
- Capital Reserve :	\$ 95,268
- Construction Grant Funds: funds transferred to Cap. Reserve	
TOTAL BANK BALANCE	\$ 299,042

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	3,491,945	3,557,871
CHARLES SCHWAB (ENDOWMENT)	3,561,433	3,626,885
INVESTMENT TOTAL		\$ 7,184,756

TOTAL ALL ACCOUNTS	\$ 7,483,798
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LOANS	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 213,417
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 529,082
TOTAL LOANS OUTSTANDING	\$ 742,499

OTHER RELATED FUNDS	
COMMUNITY FOUNDATION (as of 6/30/2024)	
LIBRARY SERVICE FUND	\$ 1,058,254

Southeast Steuben County Library

Budget vs. Actuals

January - July, 2024

	July Budget vs Actual			Jan. - July Budget vs Actual			
	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	8,465	6,250	2,215	154,164	146,323	7,841	228,220
4300 Service Fees	1,505	1,125	380	9,129	8,775	354	15,000
4400 Other Revenue	780	650	130	5,625	4,250	1,375	7,650
4500 Other Income		0	0	5,512	16,893	-11,380	33,785
Total Income	\$ 10,750	\$ 8,025	\$ 2,725	\$ 1,086,579	\$ 1,087,360	-\$ 780	
Gross Profit	\$ 10,750	\$ 8,025	\$ 2,725	\$ 1,086,579	\$ 1,087,360	-\$ 780	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
Total Income							1,557,370
Expenses							
5000 Payroll	89,635	61,497	28,138	452,392	461,829	-9,437	800,065
5100 Payroll Taxes, Benefits, & Ins.	16,378	14,432	1,946	97,280	102,136	-4,856	174,891
6000 Facilities	19,970	20,915	-945	91,077	97,765	-6,688	194,385
7000 Library Materials/Services	15,618	11,350	4,268	177,762	172,089	5,673	238,339
7200 Library Programs	3,516	5,500	-1,984	16,892	21,070	-4,178	31,120
8000 Administration & General	4,615	10,430	-5,815	54,322	50,095	4,227	79,850
8100 Other Expense	3,000	300	2,700	9,995	5,750	4,245	9,500
8300 Capital	1,480	1,500	-20	10,361	10,500	-139	29,220
Total Expenses	\$ 154,213	\$ 125,924	\$ 28,289	\$ 910,082	\$ 921,234	-\$ 11,152	1,557,370
Net Operating Income	-\$ 143,463	-\$ 117,899	-\$ 25,564	\$ 176,497	\$ 166,126	\$ 10,372	
Net Income	-\$ 143,463	-\$ 117,899	-\$ 25,564	\$ 176,497	\$ 166,126	\$ 10,372	

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

	July Budget vs Actual			Jan. - July Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
Income							
4000 Public Funds			0	0	0	0	
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			0	0	0	0	
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		500	-500	3,260	12,000	-8,740	12,500
4130 Fund Raising/Donations	485	250	235	1,793	1,750	43	3,000
4140 Memorials/Honors		0	0	856	500	356	1,000
4150 Friends of the Library		0	0	24,000	25,000	-1,000	47,000
4155 Annual Appeal	7,980	5,500	2,480	33,463	19,500	13,963	65,000
4165 Corning Enterprises		0	0	25,750	25,750	0	25,750
4185 Matching Funds		0	0	6,218	3,000	3,218	8,000
4190 Community Foundation		0	0	37,850	37,850	0	37,850
Total 4100 Grants/Donations	\$ 8,465	\$ 6,250	\$ 2,215	\$ 154,164	\$ 146,323	\$ 7,841	228,220
4300 Service Fees			0	0	0	0	
4310 Fees	1,060	825	235	6,422	5,775	647	10,000
4320 Copier Fees	445	300	145	2,707	3,000	-293	5,000
Total 4300 Service Fees	\$ 1,505	\$ 1,125	\$ 380	\$ 9,129	\$ 8,775	\$ 354	15,000
4400 Other Revenue			0	0	0	0	
4401 HS Learning Center PR reimburse	780	650	130	5,625	4,250	1,375	7,650
Total 4400 Other Revenue	\$ 780	\$ 650	\$ 130	\$ 5,625	\$ 4,250	\$ 1,375	7,650
4500 Other Income			0	0	0	0	
4510 EDC cash transfer		0	0	5,512	16,893	-11,380	33,785
Total 4500 Other Income	\$ 0	\$ 0	\$ 0	\$ 5,512	\$ 16,893	-\$ 11,380	33,785
Total Income	\$ 10,750	\$ 8,025	\$ 2,725	\$ 1,086,579	\$ 1,087,360	-\$ 780	
Gross Profit	\$ 10,750	\$ 8,025	\$ 2,725	\$ 1,086,579	\$ 1,087,360	-\$ 780	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
Total Income							<u>1,557,370</u>
Expenses							
5000 Payroll							
5010 Wages	89,308	61,182	28,126	449,429	458,864	-9,435	795,365 8/1 PR posted
5020 Payroll Service	327	315	12	2,963	2,965	-2	<u>4,700</u>

Total 5000 Payroll	\$ 89,635	\$ 61,497	\$ 28,138	\$ 452,392	\$ 461,829	-\$ 9,437	800,065
5100 Payroll Taxes, Benefits, & Ins.							
5110 Retirement	2,742	1,940	802	13,884	14,555	-671	25,250
5112 Retirement Fees		0	0	2,419	2,000	419	8,000
5120 FICA/Medicare	6,657	4,615	2,042	33,487	34,615	-1,128	60,000
5130 Insurance-Worker's Comp.	1,264	1,600	-336	4,146	4,800	-654	6,400
5140 Insurance-Disability	-71	0	-71	695	800	-105	800
5145 Paid Family Leave	-333	0	-333	1,325	1,000	325	1,000
5150 Insurance-Medical Ins.	4,132	5,000	-868	31,558	35,000	-3,442	62,000
5152 Insurance-Dental	1,636	292	1,344	3,221	2,040	1,181	3,500
5153 HSA	-630	0	-630	3,105	4,000	-895	4,000
5160 Insurance-Unemployment	670	615	55	2,010	1,845	165	2,460
5163 Insurance-Life	311	370	-59	689	740	-51	740
5165 Employee Assist. Prog.		0	0	741	741	0	741
Total 5100 Payroll Taxes, Benefits, & Ins.	\$ 16,378	\$ 14,432	\$ 1,946	\$ 97,280	\$ 102,136	-\$ 4,856	174,891
6000 Facilities							
6020 Cleaning	2,413	2,500	-87	18,391	17,500	891	37,000
6030 Maintenance & Repair-Building	10,527	14,000	-3,473	23,031	16,150	6,881	44,385
6060 Utilities	74	4,200	-4,126	15,414	31,000	-15,586	52,000
6070 Maintenance Contracts		215	-215	14,042	12,615	1,427	34,000
6080 Insurance - Library	4,756	0	4,756	13,816	13,500	316	18,000
6085 Insurance-Upstairs	2,200	0	2,200	6,383	7,000	-617	9,000
Total 6000 Facilities	\$ 19,970	\$ 20,915	-\$ 945	\$ 91,077	\$ 97,765	-\$ 6,688	194,385

7000 Library Materials/Services

7010 Books	3,579	4,000	-422	22,186	21,500	686	36,000
7015 Memorial/Honor Books	231	100	131	1,180	500	680	1,000
7020 Periodicals	349	300	49	3,501	3,550	-49	5,000
7030 Audio-visuals	238	300	-62	2,797	1,800	997	5,000
7036 Digital Content	6,698	2,000	4,698	55,929	47,000	8,929	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	15,977	15,750	227	27,000
7045 Public Internet	1,355	1,275	80	4,468	7,450	-2,982	13,000
7046 Computer Software & Access.		50	-50	2,128	400	1,728	2,500
7047 Copier Expense-Public	249	50	199	950	600	350	1,200
7050 Cost Share Fees		0	0	52,319	52,139	180	52,139
7070 Library Supplies	582	575	7	3,862	4,100	-238	7,000
7075 Book Processing Fees	55	450	-395	1,394	2,800	-1,406	4,500
7080 Library Furnishings		0	0	0	0	0	5,000

Total 7000 Library Materials/Services

\$ 15,618	\$ 11,350	\$ 4,268	\$ 177,762	\$ 172,089	\$ 5,673	238,339
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7200 Library Programs

7210 Children's Programs	1,405	500	905	4,410	6,120	-1,710	7,120
7215 Y/A Programs	900	3,000	-2,100	4,903	5,250	-347	7,000
7220 Volunteer's		0	0	113	125	-12	750
7225 Adult Programs	731	1,250	-519	2,612	3,650	-1,038	5,250
7235 Coffee Tea & English		0	0	283	400	-117	750
7240 Grant Programs	192	150	42	1,467	1,050	417	2,500
7241 Digital Literacy Program	288	300	-12	1,818	2,100	-282	3,500
7242 Outreach Programs		300	-300	1,047	2,000	-953	3,500
7275 Program Mileage Expense		0	0	239	375	-136	750

Total 7200 Library Programs

\$ 3,516	\$ 5,500	-\$ 1,984	\$ 16,892	\$ 21,070	-\$ 4,178	31,120
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8000 Administration & General								
8005 Advertising		250	-250		6,745	4,350	2,395	5,000
8010 Bank Fees	51	100	-49		628	750	-122	1,350
8015 Collection Fees		60	-60		402	430	-28	750
8017 Dues/Memberships	824	50	774		1,637	1,170	467	2,500
8025 Insurance - Liability Director	1,491	0	1,491		4,375	4,300	75	6,000
8041 Computer Software & Access.		3,000	-3,000		2,684	4,125	-1,441	5,000
8043 Copier Expense-Office	1,172	400	772		3,385	3,100	285	5,600
8046 Postage		0	0		568	560	8	1,000
8050 Professional-Audit/Actg		5,500	-5,500		17,720	17,000	720	17,000
8062 IT Contracts	571	560	11		3,994	4,010	-16	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	314	200	114		2,006	3,400	-1,394	5,000
8080 Telephone	192	210	-18		1,411	1,950	-539	3,000
8082 Internet		100	-100		180	200	-20	400
8083 Web Design/Maintenance		0	0		7,100	250	6,850	10,250
8085 Training/Conferences		0	0		1,115	1,500	-385	3,000
Total 8000 Administration & General	\$ 4,615	\$ 10,430	-\$ 5,815		\$ 54,322	\$ 50,095	\$ 4,227	79,850
8100 Other Expense								
8130 Miscellaneous		300	-300		6,995	2,500	4,495	5,000
8195 Fund Raising		0	0		0	250	-250	1,500
8198 Scholarship	3,000	0	3,000		3,000	3,000	0	3,000
Total 8100 Other Expense	\$ 3,000	\$ 300	\$ 2,700		\$ 9,995	\$ 5,750	\$ 4,245	9,500
8300 Capital								
8345 HVAC Loan	1,480	1,500	-20		10,361	10,500	-139	18,000
8347 EIDL Loan		0	0		0	0	0	11,220
Total 8300 Capital	\$ 1,480	\$ 1,500	-\$ 20		\$ 10,361	\$ 10,500	-\$ 139	29,220
Total Expenses	\$ 154,213	\$ 125,924	\$ 28,289		\$ 910,082	\$ 921,234	-\$ 11,152	1,557,370
Net Operating Income	-\$ 143,463	-\$ 117,899	-\$ 25,564		\$ 176,497	\$ 166,126	\$ 10,372	
Net Income	-\$ 143,463	-\$ 117,899	-\$ 25,564		\$ 176,497	\$ 166,126	\$ 10,372	

Southeast Steuben County Library

Budget vs. Actuals

January - August, 2024

	August Budget vs Actual			Jan.- Aug. Budget vs Actual			
	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	42,132	3,250	38,882	196,296	149,573	46,723	228,220
4300 Service Fees	905	1,125	-220	10,034	9,900	134	15,000
4400 Other Revenue	1,125	750	375	6,750	5,000	1,750	7,650
4500 Other Income		0	0	5,512	16,893	-11,380	33,785
Total Income	\$ 44,162	\$ 5,125	\$ 39,037	\$ 1,130,741	\$ 1,092,485	\$ 38,256	
Gross Profit	\$ 44,162	\$ 5,125	\$ 39,037	\$ 1,130,741	\$ 1,092,485	\$ 38,256	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
Total Income							<u>1,557,370</u>
Expenses							
5000 Payroll	58,856	92,248	-33,392	511,248	554,077	-42,829	800,065
5100 Payroll Taxes, Benefits, & Ins.	11,199	17,132	-5,933	108,479	119,268	-10,789	174,891
6000 Facilities	7,717	7,200	517	102,695	104,965	-2,270	194,385
7000 Library Materials/Services	10,642	9,750	892	188,656	181,839	6,817	238,339
7200 Library Programs	3,694	1,425	2,269	21,088	22,495	-1,407	31,120
8000 Administration & General	4,576	3,145	1,431	59,790	53,240	6,550	79,850
8100 Other Expense		800	-800	10,675	6,550	4,125	9,500
8300 Capital	3,724	3,744	-20	14,085	14,244	-159	29,220
Total Expenses	\$ 100,408	\$ 135,444	-\$ 35,036	\$ 1,016,718	\$ 1,056,678	-\$ 39,960	1,557,370
Net Operating Income	-\$ 56,246	-\$ 130,319	\$ 74,073	\$ 114,023	\$ 35,807	\$ 78,216	
Net Income	-\$ 56,246	-\$ 130,319	\$ 74,073	\$ 114,023	\$ 35,807	\$ 78,216	

Southeast Steuben County Library

Budget vs. Actuals

January - August, 2024

	August Budget vs Actual			Jan. - Aug. 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	28,900	0	28,900	32,160	12,000	20,160	12,500
4130 Fund Raising/Donations	125	250	-125	1,918	2,000	-82	3,000
4140 Memorials/Honors		0	0	856	500	356	1,000
4150 Friends of the Library		0	0	24,000	25,000	-1,000	47,000
4155 Annual Appeal	13,107	2,500	10,607	46,570	22,000	24,570	65,000
4165 Corning Enterprises		0	0	25,750	25,750	0	25,750
4185 Matching Funds		500	-500	6,218	3,500	2,718	8,000
4190 Community Foundation		0	0	37,850	37,850	0	37,850
Total 4100 Grants/Donations	\$ 42,132	\$ 3,250	\$ 38,882	\$ 196,296	\$ 149,573	\$ 46,723	228,220
4300 Service Fees							
4310 Fees	725	825	-100	7,147	6,600	547	10,000
4320 Copier Fees	180	300	-120	2,886	3,300	-414	5,000
Total 4300 Service Fees	\$ 905	\$ 1,125	-\$ 220	\$ 10,034	\$ 9,900	\$ 134	15,000
4400 Other Revenue							
4401 HS Learning Center PR reimburse	1,125	750	375	6,750	5,000	1,750	7,650
Total 4400 Other Revenue	\$ 1,125	\$ 750	\$ 375	\$ 6,750	\$ 5,000	\$ 1,750	7,650
4500 Other Income							
4510 EDC cash transfer		0	0	5,512	16,893	-11,380	33,785
Total 4500 Other Income	\$ 0	\$ 0	\$ 0	\$ 5,512	\$ 16,893	-\$ 11,380	33,785
Total Income	\$ 44,162	\$ 5,125	\$ 39,037	\$ 1,130,741	\$ 1,092,485	\$ 38,256	
Gross Profit	\$ 44,162	\$ 5,125	\$ 39,037	\$ 1,130,741	\$ 1,092,485	\$ 38,256	1,195,774
Endowment Draw							253,895
Operational Reserve							74,316
Capital Reserve							33,385
Total Income							<u>1,557,370</u>

Swindell Fam

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

	August Budget vs Actual			Jan. - Aug. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
Expenses							
5000 Payroll							
5010 Wages	58,534	91,773	-33,239	507,962	550,637	-42,675	795,365
5020 Payroll Service	323	475	-152	3,286	3,440	-154	4,700
Total 5000 Payroll	\$ 58,856	\$ 92,248	-\$ 33,392	\$ 511,248	\$ 554,077	-\$ 42,829	800,065
5100 Payroll Taxes, Benefits, & Ins.							
5110 Retirement	1,867	2,915	-1,048	15,751	17,470	-1,719	25,250
5112 Retirement Fees		2,000	-2,000	2,419	4,000	-1,581	8,000
5120 FICA/Medicare	4,361	6,925	-2,564	37,848	41,540	-3,692	60,000
5130 Insurance-Worker's Comp.		0	0	4,146	4,800	-654	6,400
5140 Insurance-Disability	-48	0	-48	648	800	-152	800
5145 Paid Family Leave	-218	0	-218	1,107	1,000	107	1,000
5150 Insurance-Medical Ins.	4,659	5,000	-341	36,217	40,000	-3,783	62,000
5152 Insurance-Dental	-53	292	-345	3,168	2,332	836	3,500
5153 HSA	630	0	630	3,735	4,000	-265	4,000
5160 Insurance-Unemployment		0	0	2,010	1,845	165	2,460
5163 Insurance-Life		0	0	689	740	-51	740
5165 Employee Assist. Prog.		0	0	741	741	0	741
Total 5100 Payroll Taxes, Benefits, & Ins.	\$ 11,199	\$ 17,132	-\$ 5,933	\$ 108,479	\$ 119,268	-\$ 10,789	174,891
6000 Facilities							
6020 Cleaning	2,608	2,500	108	20,999	20,000	999	37,000
6030 Maintenance & Repair-Building	344	500	-156	23,375	16,650	6,725	44,385
6060 Utilities	3,907	4,200	-293	22,897	35,200	-12,303	52,000
6070 Maintenance Contracts	859	0	859	15,226	12,615	2,611	34,000
6080 Insurance - Library		0	0	13,816	13,500	316	18,000
6085 Insurance-Upstairs		0	0	6,383	7,000	-617	9,000
Total 6000 Facilities	\$ 7,717	\$ 7,200	\$ 517	\$ 102,695	\$ 104,965	-\$ 2,270	194,385

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

	August Budget vs Actual			Jan. - Aug. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
7000 Library Materials/Services							
7010 Books	3,145	3,000	145	25,381	24,500	881	36,000
7015 Memorial/Honor Books		0	0	1,180	500	680	1,000
7020 Periodicals	319	75	244	3,820	3,625	195	5,000
7030 Audio-visuals	400	300	100	3,197	2,100	1,097	5,000
7036 Digital Content	3,414	2,000	1,414	59,342	49,000	10,342	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	18,259	18,000	259	27,000
7045 Public Internet	741	1,000	-259	5,209	8,450	-3,241	13,000
7046 Computer Software & Access.		0	0	2,128	400	1,728	2,500
7047 Copier Expense-Public		100	-100	950	700	250	1,200
7050 Cost Share Fees		0	0	52,319	52,139	180	52,139
7070 Library Supplies	145	575	-430	4,209	4,675	-466	7,000
7075 Book Processing Fees	196	450	-254	1,590	3,250	-1,660	4,500
7080 Library Furnishings		0	0	0	0	0	5,000
Total 7000 Library Materials/Services	\$ 10,642	\$ 9,750	\$ 892	\$ 188,656	\$ 181,839	\$ 6,817	238,339
7200 Library Programs							
7210 Children's Programs	215	500	-285	4,900	6,620	-1,720	7,120
7215 Y/A Programs	347	250	97	5,323	5,500	-177	7,000
7220 Volunteer's		0	0	113	125	-12	750
7225 Adult Programs	357	150	207	3,124	3,800	-676	5,250
7235 Coffee Tea & English	15	0	15	298	400	-102	750
7240 Grant Programs	1,825	0	1,825	3,292	1,050	2,242	2,500
7241 Digital Literacy Program	306	150	156	2,124	2,250	-126	3,500
7242 Outreach Programs	450	300	150	1,496	2,300	-804	3,500
7275 Program Mileage Expense	179	75	104	418	450	-32	750
Total 7200 Library Programs	\$ 3,694	\$ 1,425	\$ 2,269	\$ 21,088	\$ 22,495	-\$ 1,407	31,120

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

	August Budget vs Actual			Jan. - Aug. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
8000 Administration & General							
8005 Advertising		300	-300	6,763	4,650	2,113	5,000
8010 Bank Fees	105	100	5	733	850	-117	1,350
8015 Collection Fees		60	-60	484	490	-6	750
8017 Dues/Memberships	54	1,000	-946	1,691	2,170	-479	2,500
8025 Insurance - Liability Director		0	0	4,375	4,300	75	6,000
8041 Computer Software & Access.	22	25	-3	3,440	4,150	-710	5,000
8043 Copier Expense-Office		500	-500	3,385	3,600	-215	5,600
8046 Postage	34	100	-66	660	660	0	1,000
8050 Professional-Audit/Actg		0	0	17,720	17,000	720	17,000
8062 IT Contracts	571	650	-79	4,565	4,660	-95	7,000
8063 Computer Equipment		0	0	0	1,000	-1,000	2,000
8065 Professional-Legal	888	0	888	1,260	2,000	-740	5,000
8070 Supplies-Office	220	200	20	2,227	3,600	-1,373	5,000
8080 Telephone	193	210	-17	1,604	2,160	-556	3,000
8082 Internet		0	0	180	200	-20	400
8083 Web Design/Maintenance	2,100	0	2,100	9,200	250	8,950	10,250
8085 Training/Conferences	390	0	390	1,505	1,500	5	3,000
Total 8000 Administration & General	\$ 4,576	\$ 3,145	\$ 1,431	\$ 59,790	\$ 53,240	\$ 6,550	79,850
8100 Other Expense							
8130 Miscellaneous		200	-200	6,995	2,700	4,295	5,000
8195 Fund Raising		600	-600	680	850	-170	1,500
8198 Scholarship		0	0	3,000	3,000	0	3,000
Total 8100 Other Expense	\$ 0	\$ 800	-\$ 800	\$ 10,675	\$ 6,550	\$ 4,125	9,500
8300 Capital							
8345 HVAC Loan	1,480	1,500	-20	11,841	12,000	-159	18,000
8347 EIDL Loan	2,244	2,244	0	2,244	2,244	0	11,220
Total 8300 Capital	\$ 3,724	\$ 3,744	-\$ 20	\$ 14,085	\$ 14,244	-\$ 159	29,220
Total Expenses	\$ 100,408	\$ 135,444	-\$ 35,036	\$ 1,016,718	\$ 1,056,678	-\$ 39,960	1,557,370
Net Operating Income	-\$ 56,246	-\$ 130,319	\$ 74,073	\$ 114,023	\$ 35,807	\$ 78,216	
Net Income	-\$ 56,246	-\$ 130,319	\$ 74,073	\$ 114,023	\$ 35,807	\$ 78,216	

aily Fund, Comm. Foundation
(COVID)

Southeast Steuben County Library Profit & Loss Budget Performance

July 2024

	Jul 24	Budget	Jan - Jul 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5100 Rental Income	4,300.61	4,300.61	30,104.27	30,104.27	51,607.32
Total Income	4,300.61	4,300.61	30,104.27	30,104.27	51,607.32
Gross Profit	4,300.61	4,300.61	30,104.27	30,104.27	51,607.32
Expense					
Administrative					
Insurance	0.00	0.00	2,200.21	4,000.00	8,000.00
Management Fee	1,200.00	1,200.00	8,400.00	8,400.00	14,400.00
Miscellaneous	6.65	25.00	55.06	175.00	300.00
Total Administrative	1,206.65	1,225.00	10,655.27	12,575.00	22,700.00
Custodial					
Contracted Services	0.00	0.00	1,812.00	2,674.00	7,350.00
Supplies	99.92	241.62	2,614.80	1,691.70	2,900.00
Total Custodial	99.92	241.62	4,426.80	4,365.70	10,250.00
Interest Expense	0.00	0.00	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	0.00	0.00	140.00	2,000.00	2,900.00
Emergency Equipment	0.00	150.00	5,614.57	6,000.00	6,980.00
General Repairs/Maint	0.00	687.00	2,445.34	4,665.00	8,000.00
HVAC Contract TRANE	0.00	0.00	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	0.00	817.00	24,647.52	29,511.34	40,226.34
Services					
Landscaping	0.00	0.00	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	0.00	0.00	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	1,306.57	2,283.62	48,460.11	56,852.04	89,376.34
Net Ordinary Income	2,994.04	2,016.99	-18,355.84	-26,747.77	-37,769.02
Net Income	2,994.04	2,016.99	-18,355.84	-26,747.77	-37,769.02

Southeast Steuben County Library

08/07/24

Balance Sheet

Accrual Basis

As of July 31, 2024

	<u>Jul 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	1,558.29
Total Checking/Savings	<u>1,558.29</u>
Accounts Receivable	
Accounts Receivable	8,767.34
Total Accounts Receivable	<u>8,767.34</u>
Total Current Assets	<u>10,325.63</u>
TOTAL ASSETS	<u><u>10,325.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,206.65
Total Accounts Payable	<u>1,206.65</u>
Other Current Liabilities	
2120 - Deferred Rental Revenue	7,486.51
Due to/from Library	46,500.00
Total Other Current Liabilities	<u>53,986.51</u>
Total Current Liabilities	<u>55,193.16</u>
Total Liabilities	55,193.16
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-18,355.84
Total Equity	<u>-44,867.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,325.63</u></u>

Southeast Steuben County Library Profit & Loss Budget Performance

August 2024

	Aug 24	Budget	Jan - Aug 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5100 Rental Income	4,300.61	4,300.61	34,404.88	34,404.88	51,607.32
Total Income	4,300.61	4,300.61	34,404.88	34,404.88	51,607.32
Gross Profit	4,300.61	4,300.61	34,404.88	34,404.88	51,607.32
Expense					
Administrative					
Insurance	0.00	0.00	2,200.21	4,000.00	8,000.00
Management Fee	1,200.00	1,200.00	9,600.00	9,600.00	14,400.00
Miscellaneous	4.47	25.00	59.53	200.00	300.00
Total Administrative	1,204.47	1,225.00	11,859.74	13,800.00	22,700.00
Custodial					
Contracted Services	0.00	0.00	1,812.00	2,674.00	7,350.00
Supplies	492.79	241.66	3,107.59	1,933.36	2,900.00
Total Custodial	492.79	241.66	4,919.59	4,607.36	10,250.00
Interest Expense	0.00	0.00	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	0.00	400.00	140.00	2,400.00	2,900.00
Emergency Equipment	181.67	180.00	5,977.61	6,180.00	6,980.00
General Repairs/Maint	115.00	667.00	2,560.34	5,332.00	8,000.00
HVAC Contract TRANE	0.00	0.00	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	296.67	1,247.00	25,125.56	30,758.34	40,226.34
Services					
Landscaping	0.00	0.00	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	0.00	0.00	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	1,993.93	2,713.66	50,635.41	59,565.70	89,376.34
Net Ordinary Income	2,306.68	1,586.95	-16,230.53	-25,160.82	-37,769.02
Net Income	2,306.68	1,586.95	-16,230.53	-25,160.82	-37,769.02

Southeast Steuben County Library
Balance Sheet
As of August 31, 2024

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	7,968.42
Total Checking/Savings	<u>7,968.42</u>
Accounts Receivable	
Accounts Receivable	9,077.66
Total Accounts Receivable	<u>9,077.66</u>
Total Current Assets	<u>17,046.08</u>
TOTAL ASSETS	<u><u>17,046.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,801.79
Total Accounts Payable	<u>5,801.79</u>
Other Current Liabilities	
2120 - Deferred Rental Revenue	7,486.51
Due to/from Library	46,500.00
Total Other Current Liabilities	<u>53,986.51</u>
Total Current Liabilities	<u>59,788.30</u>
Total Liabilities	59,788.30
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-16,230.53
Total Equity	<u>-42,742.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,046.08</u></u>

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
JULY MONTHLY REPORT
PRESENTED THURSDAY SEPT. 19, 2024**

	JULY 2024	JULY2023	YTD 2024	YTD 2023
Patrons	14,595	13,484	83,724	78,054
Children's program attendance	3,031	3,103	15,322	11,791
YA program attendance	78	143	993	966
Adult program attendance	307	239	2,419	2,388
Circulation	13,908	13,568	80,697	84,106
PC use	692	689	4,390	3,642
Digital Literacy	159	226	1,974	2,078
Wifi*	4,867	4,526	36,932	26,355
Creation Station	29	31	132	94
Digital circulation	6,432	4,867	35,486	30,521
Databases	152	614	2,187	3,073

Children's Stats for July 2024

In House

Crafty Corner (Angel)

5 programs

114 attendees

MiniMaker (Angel)

1 program

7 attendees

Summer Reading Kickoff (All children's staff and volunteers)

1 program

126 attendees

Author Watch Parties (Sue 1 and Kelly 2)

3 programs

14 attendees

Kids Farmers Market (Sue and volunteers)

3 programs

733 attendees

Miss Sue's PreSchool storytime (Sue)

4 programs

144 attendees

Endless Mountain Music Festival (Sue and musicians)

1 program

36 attendees)

Tanglewood Animal Adventures (Sue and Tanglewood)

1 program

70 attendees

Cris Johnson's Magic Show (Sue and magician)

1 program

120 attendees

Sunflower Painting Class (Sue and Angel)

1 program

34 attendees

Giant Candyland (Sue and volunteers) in the rink

1 program

135 attendees

Brick by Brick (Sue)

1 program

36 attendees

Sue's Outreach

Stories in Centerway Square (with The Gaffer District)

2 programs

233 attendees

Storytime in the Park (with the PRC)

2 programs

217 attendees

Painted Post Summer Rec

3 programs

44 attendees

CPP SOAR

3 programs

201 attendees

Lil' Rockwell Stroller Walk (with The Rockwell and the PRC)

1 program

33 attendees

Parks Explorers (Denison, Fallbrook, Spencer Crest Nature Center-1 story, history of the park, then an activity)

3 programs

100 attendees

CPP Extended Learning Year

1 program

95 attendees

Float n' Flick (with the City's Park and Rec Dept)

1 swimming program

135 attendees

1 movie program

114 attendees

Angel's Outreach

CMOG's Little Gather (with themed craft activity)

4 programs

290 attendees

Children's Department Totals

44 programs

3,031 attendees

418 Reference Questions Answered

TEEN STATS JULY 2024

Summer Reading Kickoff with Filomena Jack

Total Sessions:

1 synchronous, in-person

Total Attendees:

32 synchronous, in-person

Paracord Basics with Karen

Total Sessions:

1 synchronous, in-person

Total Attendees:

5 synchronous, in-person

Tween Book Club

Total Sessions:

3 synchronous, in-person

Total Attendees:

8 synchronous, in-person

Tween Dungeons & Dragons

Total Sessions:

1 synchronous, in-person

Total Attendees:

15 synchronous, in-person

Wet Felting at Rabbit Row

Total Sessions:

1 synchronous, in-person

Total Attendees:

5 synchronous, in-person Color Changing T-Shirts with Karen

Total Sessions:

1 synchronous, in-person

Total Attendees:

13 synchronous, in-person

Library Consortium Poet X Watch Party and First Teen Book Club had 0 attendees.

Totals Total Sessions/Presentations:

8

Total Attendees/Views: 78

Teen Tones Webpage: 64 views Teen Instagram: 106 followers

YA Independent Activities Travel While Reading Postcards: 10 entries

3D Printed Dragon Hunt: 16 entries Total Activities: 2 Total Participants: 26

CASH AND COLLECTION

Items weeded 347

Items added 481

Collection total 134,046

Patron Registration 108

Fees

Friends \$307.50

Reference questions ref/circ 622+475 and children 418 = 1,515

VOLUNTEER Statistics for July 2024

Total Number of Volunteers: 76 volunteers

Total Number of Hours: 304.5 hours

Average Hours/Volunteer: 4.00 hours/volunteer

Summer reading student volunteers:

Total Number of Volunteers: 46 volunteers

Total Number of Hours: 191.25 hours

Average Hours/Volunteer: 4.16 hours/volunteers

JULY 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 28 123 24 52

Com. Small 3 6 2 5

Com. Large 0 0 5 5

Com. Full 1 27 22 23

Totals 32 156 53 85

Adult Services Report, July 2024

Services

There was a total of **622 reference questions** answered at the reference desk and **475 reference questions** recorded at the circulation desk in July.

Total Reference Questions Recorded: 1097

Computer Usage In-House by Municipality

Campbell: 9

Caton: 1

Town of Corning: 11

City of Corning: 136

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

Hornby: 6

Lindley: 1

Other NY: 26

Out of State: 9

Adult Program Attendance: **307 people**

Number of Programs: **43 programs**

From Maryalice

Books on Wheels/Books by Mail

9 came back

8 went out

Heritage Quest Usage: 41 unique searches in July 2024

Library Speakers Consortium Author Talks

July 1 – 31, 2024

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
13	6	746	746	752

Name	Event Date	Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
Graphic Novels are Life! Telling Your Own Story in a Graphic Novel with Dan Santat (5th-8th Grade)	2024-07-30	4	2	11	12	14
Learning the Power of Poetry with Bestselling Author Elizabeth Acevedo (9th-12th)	2024-07-23	1	1	16	16	17
Surviving the Summer with The Last Kids on Earth and Max Brallier (3rd-6th Grade)	2024-07-16	3	2	7	7	9
A Visit to Deckawoo Drive with Mercy Watson and Kate DiCamillo (PreK-2nd Grade)	2024-07-09	4	1	37	37	38

Storymusing Book Reviews

The Yellow Wallpaper by Charlotte Perkins Gilman – **10 views**

Total blog views for July: **915 views**

Scrabble

Tuesdays at 1 pm

7/2: 6 people

7/11: 5 people

7/16: 7 people

7/23: 5 people

7/30: 4 people

Mah Jongg

Wednesdays at 1 pm

7/3: 13 people

7/10: 15 people

7/17: 12 people

7/24: 15 people

7/31: 14 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.

7/3: 16 people

7/17: 13 people

7/24: 11 people

7/31: 15 people

Adult D&D Gaming Group

3-Jul 6

17-Jul 5

24-Jul 8

Crafting with Kimberly | July: Adventure Fabric Collage

07/08/2024 @ 5:30 pm - 7:00 pm

14 people joined our Crafting Queen Kimberly as she show us how to “Paint with Fabric.” Participants created a decoupage picture using fabric, lace, buttons, scrapbook paper... to create an exciting adventure unique to their life.

Camp NaNoWriMo Write-in

07/11/2024 @ 5:00 pm - 8:00 pm

16 people joined us for creative company, prizes and food. Each person worked on their own project and the energy of so much creativity in one room was inspiring!

Spoon Rings with Kim Chebalo

07/20/2024

At this spoon ring making class, 16 participants in 3 sessions were able to select from a collection of antique and vintage silver-plated spoon ring blanks. After going through the fitting process, they took their blank and ground it with a Dremel tool diamond wheel. Then they polished their pieces and bent them on a Pepe tool ring bending device.

Sticky Notes Thematic Book Club

7/24 @ 11:30 am

4 people met to talk about books with the theme of “The Summer Heat.”

Wynn Yarrow’s Life’s Adventure Puzzle Book with Michelle Wells

07/25/2024 @ 6:00 pm - 7:30 pm

Michelle led three people through an introspective project created by local artist Wynn Yarrow. They made a folded puzzle book from craft paper while reminiscing about their past and dreaming for their future. They used words, images and twisting folds to creatively depict the adventure of their life and life yet to come.

Strange History From along the Erie Canal at Schoharie Crossing

07/30/2024 @ 6:00 pm - 7:00 pm

6 people joined David Brooks, the Historic Site Assistant and Director of Education at Schoharie Crossing State Historic Site, as he related strange bits of history from Schoharie Crossing that feature murder, mayhem, arson, accidents and more.

They learned about the site's history related to the canal, railroad, and real people that otherwise might never be known.

July Creation Station Stats from Kayla

Makerspace Usage

4 independent uses

10 training sessions (8 Cricut, 2 Sewing, 1 3D Printing) 13 attendees

Tools Used:

1- 3D Printing

11- Cricut (7 Iron-On T-Shirts and 2 Flags made) 2- Sewing

1- Color Print Total Sessions: 14

8 -3D Print Requests, about 149.5 hours of print time

10 participants in collaborative puzzle activity

Intro to 3D Printing Class

2 sessions

12 participants

20 hours of 3D Printing time

From Maryalice

No VOCABULARY class in July. The Vocabulary Class will resume meeting in September.

33 people participated in the 5 in-person sessions of the **CONVERSATION group** representing 5 countries (**Algeria, Brazil, Mexico, India, and Azerbaijan**). We enjoyed a guest speaker, accent coach Jennifer Glosenger. We discussed jobs (best and worst), national service requirements, baby things (one participant is due in October), the Olympics, and humor. The Conversation group will resume in September.

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

Volunteer and Staff Zoom - 32 people met over **5 weekly Zoom sessions** in July 2024 to discuss articles about Jackie Chan’s wisdom, a love letter to *Cricket* magazine, movies to watch on July 4th, genre agnosticism, NPR recommendations for best fiction, nonfiction, and historical fiction for the rest of the year, the creation of the trade paperback, the top 100 celebrity READ posters, the benefits of reading for seasoned people, how and why reading habits change as we age, and an old article about the War Memorial Library; to do quizzes about weather words, idioms, and book recommendations based on what kind of vacation you might take; and to talk about the first book we remember loving and what we are currently reading.

Digital Stats from Linda

Stats July 2024

Hoopla Stats

No. Patrons Who Borrowed Content	336
New Patron Accounts	26
No. Circulated Titles	1,420
Funds Spent in month	\$3,197.56

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
Jul-24	\$3,197.56
Total of Funds Spent 2024 Through End of Last Month	\$20,472.86

Breakdown of Hoopla Circulated Items

Formats	Cost	Number of Format Checkouts
Audiobooks	\$2,013.05	769
Binge Passes	\$31.89	12
Comics	\$177.43	125
eBooks	\$404.76	238
Movies	\$301.97	116
Music	\$72.52	48
TV Shows	\$195.94	112
Total Cost	\$3,197.56	1420

Programs

Book Club for Adults	7
Tech Appointments	1
Monthly Matinee	1 (movie not

shown)

Total 9

Blog Stats

Tech & Book Talk Views 360

Corning NY History Views 470

Creation Stationary Views 98

SSL Book Club for Adults Views 76

Total 1004

Mango Sessions 101

Overdrive

Overdrive Checkouts	3958
OWWL Checkouts	80
FLLS Checkouts	97
Magazines (formerly RB Digital)	877

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	159
Basic Computer Help	36
Multimedia	59
Research Training	28
Workforce Development	4
Out of System Interlibrary Loan Requests	12

Tech Coaching Sessions	6 + 1 for Linda + 13 for Kayla = 20
------------------------	-------------------------------------

Lynda / LinkedIn Learning

July log-ins	10
Total hours of content viewed	11 minutes, 10 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		14 people in 1 session
Crafting with Kimberly	Onsite	Recorded	Youtube	7 views
Crafting with Kimberly	Kits			No kits
Scrabble Tuesdays	Onsite	Live		27 in 5 sessions
Mah Jongg Wednesdays	Onsite	Live		69 in 5 sessions
Corning Area Writers Group Wednesdays	Onsite	Live		55 in 4 sessions
Coffee Tea & English Conversation	Onsite	Live		33 in 5 sessions
Volunteer & Staff	Virtual	Live	Zoom	32 people in 5 sessions
Adult Book Club	Onsite	Live		7 people in 1 session
July Monthly Matinee:				Movie not shown

Marvels				
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	4 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	6 people for 4 sessions
Camp NaNoWriMo Write-in	Onsite	Live		16 in 1 session
Spoon Rings with Kim Chebalo	Onsite	Live		16 people in 3 sessions
Wynn Yarrow's Life's Adventure Puzzle Book with Michelle Wells	Onsite	Live		3 people
Strange History From along the Erie Canal at Schoharie Crossing	Onsite	Live		6 people
Adult D&D	Onsite	Live		19 people in 3 sessions
LSC video views				72

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
JULY MONTHLY REPORT
PRESENTED THURSDAY SEPT. 19, 2024**

	AUG 2024	AUG2023	YTD 2024	YTD 2023
Patrons	13,422	14,139	97,146	92,193
Children's program attendance	2,295	3,253	17,617	15,044
YA program attendance	72	75	1,065	1,041
Adult program attendance	293	274	2,712	2,662
Circulation	12,799	13,683	93,496	97,789
PC use	720	716	5,110	4,358
Digital Literacy	328	271	2,302	2,349
Wifi*	4,774	4,805	41,706	31,160
Creation Station	32	7	164	101
Digital circulation	6,361	4,784	41,847	35,305
Databases	305	345	2,492	4,418

Children's Stats for August 2024

In House

Orchestra of the Southern Fingerlakes Stories with Music (Sue)

2 programs

100 attendees

MiniMaker (Angel)

2 programs

27 attendees

Hello Grief Storytime-story plus an activity (Sue in partnership with CareFirst)

1 program

18 attendees

Lantern Decorating (part of Grief Week with CareFirst)

1 program

8 attendees

Butterfly Painting (part of Grief Week with CareFirst) (Sue and Angel)

1 program

23 attendees

Grief Week Carnival (part of Grief Week with CareFirst)

1 program

20 attendees

Doc Possum (Sue in the rink)

1 program

144 attendees

Miss Sue's Preschool Storytime (Sue)

3 programs

83 attendees

Kids Farmers Market (Sue with volunteers)

3 programs

674 attendees

Crafty Corner (Angel)

4 programs

55 attendees

Brick by Brick (Sue)

1 program

41 attendees

Happy Tales (Angel)

1 program

29 attendees

Game Board Creation (Angel)

1 program

5 attendees

Park Explorers (Sue) was suppose to be at McKinney Park but had to be here because of rain

1 program

27 attendees

Summer Reading

182 registered

4,532 books read

Reading Road Trip (14 different reading activities)

1 passive program

25 participants

Scavenger Hunt

1 program

134 participants

Sue's Outreach

Lil' Rockwell (in partnership with The Rockwell Museum)

1 program

52 attendees

Stories in Centerway (in partnership with The Gaffer District)

2 programs

152 attendees

Stories in the Park (in partnership with The PRC)

1 program

59 attendees

Stories and Activities at The Heritage Village

1 program

14 attendees

Smith Kindergarten Orientation

1 program

29 attendees

CPP Extended Learning Year

1 program

45 attendees

Camp Star at Watson Homestead

2 programs

78 attendees

Movies Under the Stars in Partnership with Painted Post Dept of Art and Recreation

1 program

82 attendees

Movies Under the Stars in Partnership with Town of Corning

1 program

39 attendees

Park Explorers-Houghton (38) and Kinsella (36)-a story, brief history of the park, and an activity

2 programs

74 attendees

Angel's Outreach

Little Gather (with themed craft kits)

2 programs

76 attendees

Children's Department Totals

41 programs

2,295 attendees/participants

End Notes

300 Reference Questions Answered

AUGUST 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	22	111	22	44
Com. Small	6	12	0	6
Com. Large	2	16	3	5
Com. Full	2	36	25	27
Totals	32	175	50	82

CASH AND COLLECTION

Items weeded 189

Items added 317

Collection total 134,174

Patron Registration 83

Fees \$554.63

Friends \$280.50

Reference questions ref 593/circ 418 and children 300 = 1,311

DIY Compass with Karen

Total Sessions:

1 synchronous, in-person

Total Attendees:

5 synchronous, in-person

Tween Book Club

Total Sessions:

1 synchronous, in-person

Total Attendees:

3 synchronous, in-person

Teen Book Club

Total Sessions:

1 synchronous, in-person

Total Attendees:

4 synchronous, in-person

Tween Dungeons & Dragons

Total Sessions:

1 synchronous, in-person

Total Attendees:

6 synchronous, in-person

Dungeons & Dragons Summer Campaign

Total Sessions:

3 synchronous, in-person

Total Attendees:

36 synchronous, in-person

Scratch Camp

Total Sessions:

3 synchronous, in-person

Total Attendees:

18 synchronous, in-person

CareFirst Good Grief Work: Teen Movie had 0 attendees. JET was canceled, only 1 registered.

Totals

Total Sessions/Presentations: 10

Total Attendees/Views: 72

Teen Tones Webpage: 33 views

Teen Instagram: 107 followers

YA Independant Activities

Travel While Reading Postcards: 9 entries

3D Printed Dragon Hunt: 34 entries

Activity Match in YA Summer Guide: 17 entries

Total Activities: 3

Total Participants: 60

YA ReadSquared Participation

ReadSquared Teens

29 participants

135 books read

ReadSquared Tweens

18 participants

69 books read

Adult Services Report, Aug 2024

Services

There was a total of **593 reference questions** answered at the reference desk and **418 reference questions** recorded at the circulation desk in Aug.

Total Reference Questions Recorded: 1011

Computer Usage In-House by Municipality

Campbell: 7

Caton: 1

Town of Corning: 18

City of Corning: 135

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

Hornby: 6

Lindley: 0

Other NY: 19

Out of State: 8

Adult Program Attendance: **293 people**

Number of Programs: **34 programs**

Heritage Quest Usage: 164 unique searches in Aug 2024

Library Speakers Consortium Author Talks

Aug 1 – 31, 2024

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	
14	3	1269	1272	1275	

Name	Event Date	Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)
An Exploration of Friendship, Reckoning, and Hope with novelist Shelby Van Pelt	2024-08-21	7	2	11
The Golden Ticket to College Admissions Is Not What You Think: Redefining Success for Parents of Teens with Irena Smith, PhD	2024-08-15	0	0	19
Your All Access Pass Behind the Scenes at the Space Station with Smithsonian Curator Dr. Jennifer Levasseur	2024-08-07	1	1	18

Storymusing Book Reviews

Mango, Mambo, and Murder: A Caribbean Kitchen Mystery by Raquel V. Reyes – **14 views**

Total blog views for Aug: **760 views**

Summer Reading:

108 Adults Signed Up

140 reviews were turned in.



Week 1 Winner -

Scrabble

Tuesdays at 1 pm

8/6: 6 people

8/13: 2 people

8/20: 4 people

8/27: 4 people

Mah Jongg

Wednesdays at 1 pm

8/7: 14 people

8/14: 14 people

8/21: 10 people

8/28: 10 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.

8/7: 13 people

8/14: 9 people
8/21: 13 people
8/28: 16 people

Adult D&D Gaming Group

7-Aug	13
14-Aug	8
16-Aug	7
21-Aug	9
23-Aug	8
28-Aug	7
30-Aug	9

Crafting with Kimberly |

Fairy Garden Fabric Angel

8/12/24 postponed to 8/26/24

10 people in person, 10 kits to go



Team Winners: Shanelle Stoker, Lauren Magaziner, Danielle Roberts, and Jessie Spike. There was also an individual winner.

Adventure Trivia with Kimberly Canale

08/15/2024 @ 7:00 pm - 9:00 pm

17 people joined us for the wrap up to Adult Summer Programming— an evening of fun adventure trivia with questions that were challenging but accessible.

Author Reading and Book Signing with Holly Hill Mangin

08/20/2024 @ 6:00 pm - 7:00 pm

12 people joined us as author Holly Hill Mangin, formerly of Corning but now living in France, graced the library with a reading and discussion of her books. Specifically, her second book, *Within These Walls*, was discussed.

About the Book: Set behind the heavy wrought-iron fence surrounding it, Hillfield Manor is plagued with Ghostly sightings and sudden disappearances. When Emma Beckett is invited to copy the family journals, she's eager to live and work at the haunted manor. Emma isn't prepared for Alexander Eason, though, or the way he makes her feel—even if he's been dead for three hundred years.

Upon reading a journal entry stating a secret room exists where she and Alexander can appear to one another as more than mere shadows, Emma has to find it. But will the room—and Alexander—be all that they claim, or will Emma find that some things are better left buried in the past?

Sticky Notes Thematic Book Club

2 people met to talk about books with the theme of *Dogs, Crayons, and Wellness*. Wellness ended up being the main discussion point, with Harold and the Purple Crayon the other main topic.

Makerspace Usage *from Kayla*

2 independent uses

4 training sessions (3 Cricut, 2 Color Print, 1 3D Printing) 9 attendees

Tools Used:

1- 3D Printing

3- Cricut (5 Iron-On T-Shirts made) 1- Iron

1-general tools

2- Color Print Total Sessions: 14

4 -3D Print Requests, about 51.5 hours of print time

12 participants in collaborative puzzle activity

Intro to Cricut Class

2 sessions

21 participants

From Maryalice

In August 2024, 6 items came back and 6 new items went out for the one Books by Mail patron at The Corning Center. I gave the receptionist new brochures when I dropped off the books.

Books on Wheels now has the files of the updated brochures (Books on Wheels and Books by Mail). They will print and distribute the brochures to all of their clients in September.

I met with Krys Watkins from the Steuben County Office of the Aging. She now has the files for both brochures.

No VOCABULARY class in August. The Vocabulary Class will resume meeting on September 10.

No CONVERSATION group in August. The Conversation Class will resume meeting on September 10.

No BOOK CLUB in August. The Book Club will resume meeting on September 12 to start reading ***The Help*** by Kathryn Stockett.

27 people met over 4 weekly Zoom sessions in August 2024 to discuss articles about *Harold & the Purple Crayon*, "A Literary Road Trip," "Putting the Fun in Funeral"; to share the children's books *Terrible Things* by Eve Bunting and *America's White Table* by Margot Thies Raven; to talk about recent severe weather as well as the benefits of yoga; to do quizzes about commonly confused words, standardized test words, and classic book covers, and to talk about what we are currently reading.

Digital Stats from Linda

Stats August 2024

Hoopla Stats

No. Patrons Who Borrowed Content	344
New Patron Accounts	31
No. Circulated Titles	1,434
Funds Spent in month	\$3,202.82

Breakdown of Hoopla Funds Spent in 2024

24-Jan	\$2,638.10
24-Feb	\$2,764.87
24-Mar	\$2,851.08
24-Apr	\$2,996.81
24-May	\$3,016.93
24-Jun	\$3,007.51
24-Jul	\$3,197.56
24-Aug	\$3,202.82

Total of Funds Spent 2024
Through End of Last Month \$23,675.68

**Breakdown of Hoopla Circulated
Items**

Formats	Cost	Number of Format Checkouts
Audiobooks	\$2,058.78	789
Binge Passes	\$15.94	6
Comics	\$126.86	101
eBooks	\$446.07	263
Movies	\$312.84	130
Music	\$96.36	64

TV Shows	\$145.97	81	
Total Cost	\$3,202.82	1434	Total Circulations

Programs

Book Club for Adults	13
Tech Appointments	1
Monthly Matinee	12

Blog Stats

Tech & Book Talk Views	353
Corning NY History Views	451
Creation Stationary Views	60
SSL Book Club for Adults Views	79
Mango Sessions	130

Overdrive

Overdrive Checkouts	3,942
OWWL Checkouts	67
FLLS Checkouts	57
Magazines (formerly RB Digital)	861

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	
Basic Computer Help	166

Multimedia	90
Research Training	20
Workforce Development	12
Out of System Interlibrary Loan Requests	19
Tech Coaching Sessions	16 + 1 for Linda + 4 for Kayla = 21

Lynda / LinkedIn Learning

Aug log-ins	11
Total hours of content viewed	44 hours

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		10 people in 1 session
Crafting with Kimberly	Onsite	Recorded	Youtube	153 views
Crafting with Kimberly	Kits			10 Kits
Scrabble Tuesdays	Onsite	Live		16 in 4 sessions
Mah Jongg Wednesdays	Onsite	Live		48 in 4 sessions
Corning Area Writers Group Wednesdays	Onsite	Live		51 in 4 sessions
Coffee Tea & English Conversation	Onsite	Live		0 people in 0 sessions
Volunteer & Staff	Virtual	Live	Zoom	27 people in 4 sessions
Adult Book Club	Onsite	Live		13 people in 1 session
Aug Monthly Matinee				12 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	2 people in 1 session

Library Consortium Speakers	Virtual	Live	LSC	3 people for 3 sessions
Adult D&D	Onsite	Live		61 people 7 in sessions
LSC video views				1,272
Author Reading and Book Signing with Holly Hill Mangin	Onsite	Live		12 people in 1 session
Adventure Trivia with Kimberly Canale	Onsite	Live		17 people in 1 session
Intro to Cricut	Onsite	Live		21 people in 2 sessions

RESOLUTION FOR ENDOWMENT DRAW FOR 2024 OPERATIONAL BUDGET

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

RESOLVED, that the Southeast Steuben County Library will draw the budgeted \$253,895 which includes \$2,000 for Youth Adult Programming (Freeman investment) from the endowment funds invested with Schwab Investments managed by Fischer Investments in Rochester, N.Y. These funds will be transferred into the SSCL'S Operational Account held at Chemung Canal Trust Company, Corning, NY.

WITNESS my hand as Secretary of the Corporation this

September 19, 2024

Signature _____

Date _____

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2023

Do not enter social security numbers on this form as it may be made public.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Go to www.irs.gov/Form990 for instructions and the latest information.

A For the **2023** calendar year, or tax year beginning and ending

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization SOUTHEAST STEUBEN COUNTY LIBRARY		D Employer identification number ** - *** 2035
	Doing business as		E Telephone number 607-936-3713
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	300 NASSER CIVIC CENTER PLAZA		G Gross receipts \$ 2,661,307.
	City or town, state or province, country, and ZIP or foreign postal code CORNING, NY 14830		
F Name and address of principal officer: PAULINE EMERY SAME AS C ABOVE		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number	

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **WWW.SSCLIBRARY.ORG**

K Form of organization: Corporation Trust Association Other **L** Year of formation: **2000** **M** State of legal domicile: **NY**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: THE SOUTHEAST STEUBEN COUNTY LIBRARY PROVIDES FREE AND OPEN ACCESS TO COLLECTIONS, ELECTRONIC		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	12
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	12
	5 Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	25
	6 Total number of volunteers (estimate if necessary)	6	115
	7 a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 1,283,022.	Current Year 1,735,788.
	9 Program service revenue (Part VIII, line 2g)	13,806.	17,957.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	221,152.	256,769.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	69,716.	51,607.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,587,696.	2,062,121.
	Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	3,000.
14 Benefits paid to or for members (Part IX, column (A), line 4)		0.	0.
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		903,483.	928,567.
16a Professional fundraising fees (Part IX, column (A), line 11e)		0.	0.
b Total fundraising expenses (Part IX, column (D), line 25)		2,947.	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		652,840.	679,921.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,559,323.	1,611,488.	
19 Revenue less expenses. Subtract line 18 from line 12	28,373.	450,633.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 10,303,033.	End of Year 10,942,142.
	21 Total liabilities (Part X, line 26)	1,401,767.	1,258,620.
	22 Net assets or fund balances. Subtract line 21 from line 20	8,901,266.	9,683,522.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	PAULINE EMERY, EXECUTIVE DIRECTOR Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name KATHERINE E. STICKLER, CP	Preparer's signature KATHERINE E. STICKLER	Date 05/16/24	Check if self-employed <input type="checkbox"/>	PTIN P00385238
	Firm's name MENGEL, METZGER, BARR & CO. LLP	Firm's EIN ** - *** 2347	Phone no. 607-734-4183		
	Firm's address 333 EAST WATER ST, STE 200 ELMIRA, NY 14901				

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: THE SOUTHEAST STEUBEN COUNTY LIBRARY PROVIDES FREE AND OPEN ACCESS TO COLLECTIONS, ELECTRONIC RESOURCES, AND INNOVATIVE SERVICES WHICH ANTICIPATE, SUPPORT, AND RESPOND TO THE EVER-CHANGING INFORMATIONAL, CULTURAL, AND LEISURE NEEDS OF ALL PEOPLE WITHIN OUR COMMUNITY.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 1,404,167. including grants of \$ 3,000.) (Revenue \$ 17,957.) THE SOUTHEAST STEUBEN COUNTY LIBRARY IS DEDICATED TO ITS MISSION TO PROVIDE "FREE AND OPEN ACCESS TO COLLECTIONS, ELECTRONIC RESOURCES AND INNOVATIVE SERVICES WHICH ANTICIPATE, SUPPORT AND RESPOND TO THE EVER-CHANGING INFORMATIONAL, CULTURAL AND LEISURE NEEDS OF ALL PEOPLE WITHIN OUR COMMUNITY." SUCCESSOR TO THE CORNING AREA LIBRARY (WHICH CLOSED IN 1999 AFTER A PUBLIC REFERENDUM TO ESTABLISH A LIBRARY DISTRICT FAILED), THE SOUTHEAST STEUBEN COUNTY LIBRARY NOW HAS A PERMANENT CHARTER AS AN ASSOCIATION LIBRARY. THE LIBRARY OPENED TO THE PUBLIC IN DECEMBER 2000 AT ITS 24,000-SQUARE-FOOT FACILITY IN NASSER CIVIC CENTER PLAZA, CORNING, NY. THE LIBRARY WON A PUBLIC FUNDING VOTE ON OCTOBER 21, 2014. THE BOARD OF REGENTS APPROVED THE LIBRARY'S ABSOLUTE CHARTER ON JUNE

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 1,404,167.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	2 X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8 X	
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	10 X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e	X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	X

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 22 through 38 regarding grants, compensation, tax-exempt bonds, and excess benefit transactions.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 1a, 1b, and 1c regarding Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 2a through 17 regarding employee counts, tax returns, gross income, foreign accounts, prohibited transactions, and charitable contributions.

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members... 12; 1b Enter the number of voting members included... 12; 2 Did any officer, director, trustee, or key employee have a family relationship... X; 3 Did the organization delegate control over management duties... X; 4 Did the organization make any significant changes to its governing documents... X; 5 Did the organization become aware during the year of a significant diversion of the organization's assets... X; 6 Did the organization have members or stockholders... X; 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body... X; 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body... X; 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body... X; b Each committee with authority to act on behalf of the governing body... X; 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O... X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates... X; 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?; 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? X; 11b Describe on Schedule O the process, if any, used by the organization to review this Form 990.; 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 X; 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? X; 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done X; 13 Did the organization have a written whistleblower policy? X; 14 Did the organization have a written document retention and destruction policy? X; 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? a The organization's CEO, Executive Director, or top management official X; b Other officers or key employees of the organization X; 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? X; 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed NONE
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. [] Own website [] Another's website [X] Upon request [] Other (explain on Schedule O)
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records
PAULINE EMERY - 607-936-3713
300 NASSER CIVIC CENTER PLAZA, CORNING, NY 14830

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) PAULINE EMERY EXECUTIVE DIRECTOR	40.00			X			102,532.	0.	35,724.	
(2) BARBARA MCLEAN PRESIDENT	1.00	X		X			0.	0.	0.	
(3) JULIE FROMER VICE PRESIDENT	1.00	X		X			0.	0.	0.	
(4) JEFFREY SCOTT TREASURER	1.00	X		X			0.	0.	0.	
(5) JAMIE CURTIS SECRETARY	1.00	X		X			0.	0.	0.	
(6) GAIL BARDHAN TRUSTEE	1.00	X					0.	0.	0.	
(7) NOGAYE KA-TANDIA TRUSTEE	1.00	X					0.	0.	0.	
(8) KATHRYN C. MACK TRUSTEE	1.00	X					0.	0.	0.	
(9) BARRY W. NICHOLSON TRUSTEE	1.00	X					0.	0.	0.	
(10) KATE PATERSON TRUSTEE	1.00	X					0.	0.	0.	
(11) LOUISE RICHARDSON TRUSTEE	1.00	X					0.	0.	0.	
(12) SVETLANA SHORT TRUSTEE	1.00	X					0.	0.	0.	
(13) LYNDSIE M GUY TRUSTEE	1.00	X					0.	0.	0.	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							102,532.	0.	35,724.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							102,532.	0.	35,724.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 1

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	169,078.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,566,710.				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f			1,735,788.			
Program Service Revenue	2 a FINES AND FEES	Business Code	519200	17,957.	17,957.		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			17,957.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		162,890.			162,890.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real	51,607.			
			(ii) Personal				
	b Less: rental expenses	6b	0.				
	c Rental income or (loss)	6c	51,607.				
	d Net rental income or (loss)			51,607.		51,607.	
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities	693,065.			
			(ii) Other				
	b Less: cost or other basis and sales expenses	7b	599,186.				
	c Gain or (loss)	7c	93,879.				
d Net gain or (loss)			93,879.		93,879.		
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a						
b Less: direct expenses	8b						
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions			2,062,121.	17,957.	0.	308,376.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	3,000.	3,000.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	138,256.	78,806.	56,685.	2,765.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	652,216.	619,605.	32,611.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	78,614.	75,858.	2,746.	10.
10 Payroll taxes	59,481.	53,235.	6,074.	172.
11 Fees for services (nonemployees):				
a Management				
b Legal	1,364.		1,364.	
c Accounting	11,500.		11,500.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	40,473.		40,473.	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	21,425.	6,323.	15,102.	
12 Advertising and promotion	2,088.	2,088.		
13 Office expenses	22,488.	20,239.	2,249.	
14 Information technology				
15 Royalties				
16 Occupancy	193,534.	174,181.	19,353.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings	1,824.	1,642.	182.	
20 Interest	22,458.	20,212.	2,246.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	91,650.	82,485.	9,165.	
23 Insurance	5,023.	4,521.	502.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a <u>LIBRARY MATERIALS AND P</u>	233,993.	233,993.		
b <u>SMALL EQUIPMENT AND FUR</u>	23,880.	21,492.	2,388.	
c <u>MISCELLANEOUS</u>	5,750.	4,875.	875.	
d <u>DUES/MEMBERSHIPS</u>	1,791.	1,612.	179.	
e All other expenses	680.		680.	
25 Total functional expenses. Add lines 1 through 24e	1,611,488.	1,404,167.	204,374.	2,947.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	483,687.	1	634,258.
	2 Savings and temporary cash investments	601,903.	2	95,202.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	15,958.	4	28,723.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	1,599.	9	3,427.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 4,263,989.		
	b Less: accumulated depreciation	10b 688,777.	2,666,413.	10c 3,575,212.
	11 Investments - publicly traded securities	5,984,274.	11	6,605,320.
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	549,199.	15	0.
16 Total assets. Add lines 1 through 15 (must equal line 33)	10,303,033.	16	10,942,142.	
Liabilities	17 Accounts payable and accrued expenses	225,022.	17	79,789.
	18 Grants payable		18	
	19 Deferred revenue	448,529.	19	459,860.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties	728,216.	23	718,971.
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	1,401,767.	26	1,258,620.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	5,887,098.	27	6,308,376.
	28 Net assets with donor restrictions	3,014,168.	28	3,375,146.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	8,901,266.	32	9,683,522.
	33 Total liabilities and net assets/fund balances	10,303,033.	33	10,942,142.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,062,121.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,611,488.
3	Revenue less expenses. Subtract line 2 from line 1	3	450,633.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	8,901,266.
5	Net unrealized gains (losses) on investments	5	331,623.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	9,683,522.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

- 1 Accounting method used to prepare the Form 990: Cash Accrual Other _____
If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant?
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- b Were the organization's financial statements audited by an independent accountant?
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits

	Yes	No
1		
2a		X
2b	X	
2c	X	
3a		X
3b		

Form 990 (2023)

SCHEDULE A (Form 990)

Department of the Treasury Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust. Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization: SOUTHEAST STEUBEN COUNTY LIBRARY
Employer identification number: ** - *** 2035

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 [] A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 [] A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990).)
3 [] A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 [] A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state:
5 [] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
6 [] A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 [X] An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
8 [] A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
9 [] An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
10 [] An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
11 [] An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
12 [] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
a [] Type I. A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
b [] Type II. A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
c [] Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
d [] Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
e [] Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations

Input box for number of supported organizations

g Provide the following information about the supported organization(s).

Table with 6 columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization listed in your governing document?, (v) Amount of monetary support, (vi) Amount of other support. Includes a Total row.

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	240,538.	520,680.	799,142.	413,985.	846,313.	2820658.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	819,129.	838,643.	838,771.	869,037.	889,475.	4255055.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	1059667.	1359323.	1637913.	1283022.	1735788.	7075713.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						144,196.
6 Public support. Subtract line 5 from line 4.						6931517.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	1059667.	1359323.	1637913.	1283022.	1735788.	7075713.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	162,365.	129,371.	129,719.	140,882.	162,890.	725,227.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						7800940.
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f))	14	88.85 %
15 Public support percentage from 2022 Schedule A, Part II, line 14	15	91.63 %
16a 33 1/3% support test - 2023. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3% support test - 2022. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2023. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2022. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2023 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2022 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2023 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2022 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2023. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2022. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

Table with 3 columns: Question, Yes, No. Row 11: Has the organization accepted a gift or contribution from any of the following persons? Sub-rows 11a, 11b, 11c.

Section B. Type I Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? Row 2: Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization?

Section C. Type II Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)?

Section D. All Type III Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? Row 2: Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? Row 3: By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year?

Section E. Type III Functionally Integrated Supporting Organizations

Table with 3 columns: Question, Yes, No. Row 1: Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). Sub-rows a, b, c. Row 2: Activities Test. Answer lines 2a and 2b below. Sub-rows a, b. Row 3: Parent of Supported Organizations. Answer lines 3a and 3b below. Sub-rows a, b.

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions.
 All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2023 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2023	(iii) Distributable Amount for 2023
1 Distributable amount for 2023 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2023 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2023			
a From 2018			
b From 2019			
c From 2020			
d From 2021			
e From 2022			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2023 distributable amount			
i Carryover from 2018 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2023 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2023 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2024. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2019			
b Excess from 2020			
c Excess from 2021			
d Excess from 2022			
e Excess from 2023			

Schedule A (Form 990) 2023

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Multiple horizontal lines for supplemental information.

Schedule A Identification of Excess Contributions Included on Part II, Line 5 2023

**** Do Not File ****

***** Not Open to Public Inspection *****

Contributor's Name	Total Contributions	Excess Contributions
CORNING ENTERPRISES	179,500.	23,481.
ESTATE OF CAROLYN DESERA	276,734.	120,715.
Total Excess Contributions to Schedule A, Part II, Line 5	144,196.	

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Name of the organization

SOUTHEAST STEUBEN COUNTY LIBRARY

Employer identification number

-*2035

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2023)

Name of organization SOUTHEAST STEUBEN COUNTY LIBRARY	Employer identification number ** - *** 2035
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	SOUTHERN TIER LIBRARY SYSTEM - PASSED THROUGH FROM STATE AND 9424 SCOTT ROAD PAINTED POST, NY 14870	\$ 169,078.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	FRIENDS OF THE SOUTHEAST STEUBEN COUNTY LIBRARY P.O. BOX 444 CORNING, NY 14830	\$ 45,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	CORNING INC. FOUNDATION MP-BH-07 CORNING, NY 14830	\$ 51,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	ESTATE OF CAROLYN DESERA 880 CARILLON PKW ST. PETERSBURG, FL 33716	\$ 276,734.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	KENNETH FREEMAN 165 TOWNSHIP LINE ROAD, JENKINTOWN, PA 19046	\$ 100,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	THE COMMUNITY FOUNDATION OF ELMIRA-CORNING AND THE FINGER LAKES 301 S MAIN ST. HORSEHEADS, NY 14845	\$ 37,750.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization SOUTHEAST STEUBEN COUNTY LIBRARY	Employer identification number ** - *** 2035
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____

Name of organization SOUTHEAST STEUBEN COUNTY LIBRARY	Employer identification number ** - *** 2035
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization **SOUTHEAST STEUBEN COUNTY LIBRARY** Employer identification number **** - *** 2035**

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (for example, recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

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Schedule D (Form 990) 2023

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII

Part V Endowment Funds Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	5,984,274.	7,081,785.	6,598,753.	6,312,151.	5,742,237.
b Contributions	326,984.				
c Net investment earnings, gains, and losses	546,721.	-845,705.	928,651.	286,602.	987,507.
d Grants or scholarships					
e Other expenditures for facilities and programs	252,659.	251,806.	445,619.		417,593.
f Administrative expenses					
g End of year balance	6,605,320.	5,984,274.	7,081,785.	6,598,753.	6,312,151.

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment 49.5000 %
 - b Permanent endowment 17.2900 %
 - c Term endowment 33.2100 %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|-----|----|
| (i) Unrelated organizations? | X | |
| (ii) Related organizations? | | X |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		127,000.		127,000.
b Buildings		3,724,135.	405,275.	3,318,860.
c Leasehold improvements				
d Equipment		412,854.	283,502.	129,352.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B))				3,575,212.

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 15, col. (B))	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 25, col. (B))	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	2,353,271.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a	331,623.	
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d	2e	331,623.	
3	Subtract line 2e from line 1	3	2,021,648.	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	40,473.	
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c	40,473.	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	2,062,121.	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	1,571,015.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d	2e	0.	
3	Subtract line 2e from line 1	3	1,571,015.	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	40,473.	
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b	4c	40,473.	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	1,611,488.	

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE LIBRARY IS A NON-PROFIT ORGANIZATION EXEMPT FROM FEDERAL AND STATE INCOME TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE.

THE LIBRARY HAS FILED FOR AND RECEIVED INCOME TAX EXEMPTIONS IN THE VARIOUS JURISDICTIONS WHERE IT IS REQUIRED TO DO SO. THE LIBRARY FILES FORM 990 TAX RETURNS IN THE U.S. FEDERAL JURISDICTION AND IS NOT REQUIRED TO FILE IN NEW YORK STATE. WITH FEW EXCEPTIONS, AS OF DECEMBER 31, 2023, THE LIBRARY IS NO LONGER SUBJECT TO U.S. FEDERAL INCOME TAX EXAMINATIONS BY TAX AUTHORITIES FOR YEARS ENDED PRIOR TO DECEMBER 31, 2020. THE TAX RETURNS FOR YEARS ENDED DECEMBER 31, 2020 THROUGH DECEMBER 31, 2023 ARE STILL SUBJECT TO POTENTIAL AUDIT BY THE IRS. MANAGEMENT OF THE LIBRARY

Part XIII Supplemental Information *(continued)*

BELIEVES THEY HAVE NO MATERIAL UNCERTAIN TAX POSITIONS AND, ACCORDINGLY,
THEY HAVE NOT RECOGNIZED ANY LIABILITY FOR UNRECOGNIZED TAX BENEFITS.

Multiple horizontal lines for supplemental information.

**SCHEDULE O
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public
Inspection

Name of the organization

SOUTHEAST STEUBEN COUNTY LIBRARY

Employer identification number

** - *** 2035

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

RESOURCES, AND INNOVATIVE SERVICES WHICH ANTICIPATE, SUPPORT, AND
RESPOND TO THE EVER-CHANGING INFORMATIONAL, CULTURAL, AND LEISURE NEEDS
OF ALL PEOPLE WITHIN OUR COMMUNITY.

FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

14, 2016. THE LIBRARY IS GOVERNED BY A 5 TO 15 MEMBER BOARD OF
TRUSTEES, WITH 12 TRUSTEES CURRENTLY SERVING.

THE LIBRARY IS A MEMBER OF THE SOUTHERN TIER LIBRARY SYSTEM, WHICH
PROVIDES SERVICES TO ITS 48 REGIONAL MEMBER LIBRARIES AND READING
ROOMS.

SOUTHEAST STEUBEN COUNTY LIBRARY SERVES 34,000 RESIDENTS IN A LARGE
GEOGRAPHIC AREA INCLUDING THE CITY OF CORNING, NY AND THE TOWNS OF
ERWIN, CAMPBELL, CORNING, CATON, HORNBY AND LINDLEY.

FORM 990, PART VI, SECTION A, LINE 3:

THE ORGANIZATION CONTRACTS WITH ANOTHER ENTITY TO MANAGE THE COLLECTION OF
TENANT RENTS AND MANAGE BUILDING RELATED REPAIRS AND MAINTENANCE.

FORM 990, PART VI, SECTION B, LINE 11B:

THE BOARD OF DIRECTORS REVIEWS THE IRS FORM 990 AND COMPARES THIS WITH THE
AUDITED FINANCIAL STATEMENTS PRIOR TO APPROVAL.

FORM 990, PART VI, SECTION B, LINE 12C:

A DIRECTOR OR OFFICER SHALL DISCLOSE TO THE PRESIDENT, SECRETARY, OR BOARD
A CONFLICT OF INTEREST (A) PRIOR TO VOTING ON OR OTHERWISE DISCHARGING ANY

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2023

LHA 332211 11-14-23

Name of the organization

SOUTHEAST STEUBEN COUNTY LIBRARY

Employer identification number

** - ***2035

DUTIES WITH RESPECT TO ANY MATTER INVOLVING THE CONFLICT, (B) PRIOR TO THE LIBRARY ENTERING INTO ANY CONTRACT OR TRANSACTION INVOLVING THE CONFLICT, (C) AS SOON AS POSSIBLE AFTER THE DIRECTOR OR OFFICER LEARNS OF THE CONFLICT, AND (D) ON ANY CONFLICT OF INTEREST DISCLOSURE FORM REQUIRED BY THE LIBRARY. THE BOARD OF DIRECTORS, BY A TWO-THIRDS VOTE OF ALL DISINTERESTED DIRECTORS THEN IN OFFICE, MAY REMOVE A DIRECTOR OR OFFICER FOR FAILURE TO PROMPTLY DISCLOSE A KNOWN CONFLICT OF INTEREST.

FORM 990, PART VI, SECTION B, LINE 15A:

NO DIRECTOR OR OFFICER OF THE LIBRARY SHALL RECEIVE, DIRECTLY OR INDIRECTLY, ANY COMPENSATION OR OTHER PAYMENT FROM THE LIBRARY UNLESS AUTHORIZED BY THE CONCURRING VOTE OF TWO-THIRDS (2/3) OF ALL THE DIRECTORS THEN IN OFFICE AND IN NO EVENT SHALL ANY COMPENSATION OR PAYMENT BE PAID OR MADE EXCEPT REASONABLE COMPENSATION FOR SERVICES ACTUALLY RENDERED OR REIMBURSEMENT FOR DISBURSEMENTS ACTUALLY INCURRED.

FORM 990, PART VI, SECTION C, LINE 19:

GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS ARE AVAILABLE UPON REQUEST TO VIEW EITHER ON PREMISE OR RECEIVE COPIES VIA EMAIL OR US MAIL.

FORM 990, PART XII, LINE 2C

THE PROCESS IS CONSISTENT WITH PRIOR YEARS.