

**AGENDA**  
SOUTHEAST STEUBEN COUNTY LIBRARY  
BOARD OF TRUSTEES MEETING  
**PRESENTED OCTOBER 17TH 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 - (Lyndsie) - Vote

    Sept. minutes

    Sept. financials

3. Director's report - (Pauline)

4. Finance (Jeff)

5. Tax Cap Override (Jeff) – Vote

6. 2025 Budget (Jeff/ Lori)- Review (vote on in November)

**Committee Updates**

    Facilities Committee (Barry)

    PR/Advocacy Committee (Barb) no update

    Fund Development Committee (Louise)

    Nominating Committee (Barb) meeting pending

    Policy Committee (Barb) meeting pending

    Scholarship Committee (Julie)

    Friends (Julie/Pauline)

    Strategic Planning (Lyndsie)

ADJOURN

**NEXT BOARD MEETING: Nov. 21<sup>st</sup> 4:00 – 5:30 PM, Conference Room**

**Southeast Steuben County Library  
Board of Trustees  
Regular Monthly Meeting  
September 19, 2024**

**Trustees Attending:**

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

DRAFT

**Absent:**

Barry W. Nicholson

**Guests:**

Pauline Emery, Library Director  
Carol Lynn Lockhart, Assistant Library Director  
Lori Reenan, Library Business Manager  
Brian Hildreth, Director STLS

**Call to Order:**

President Barbara A. McLean called the meeting to order at 4:34 p.m. and welcomed the Trustees back after the summer. Barb introduced Library Assistant Director, Carol Lockhart to the trustees, who introduced themselves to Carol.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

**Minutes of the July 18, 2024 Regular Meeting  
July & August 2024 Financial Reports**

Barbara McLean noted the trustees need to approve the July minutes and 2 months of financial reports since the board didn't meet in August.

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

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\*Attended the meeting via Zoom.

# DRAFT

**Director's Report:**

Library Director Pauline Emery reported year to date stats look great only down slightly in circulation, however the digital numbers are off the charts. There is a new employee in the Children's department, Marissa Cavallaro who will be working 30 hours a week. With her skills she will be able to assist with programs and will be a great addition to the team.

Pauline then highlighted several programs of interest including the library being a community partner for National Voter Registration Day to assist patrons with registering to vote. The library also partnered with the Orchestra of the Southern Finger Lakes, VA with S.A.V.E training on suicide prevention, and Park Explorers. One of our volunteers went to all the libraries to complete the StarQuest challenge.

The library had the good fortune to receive donations from the Swindle Family Fund through the Community Foundation, a large anonymous donor gift, and a grant from Corning Foundation. All these funds were donated toward operational expenses.

When marking calendars, Pauline shared upcoming events including The NYLA conference where STLS director Brian Hildreth will be honored as Public Librarian of the year, the Red Cross Blood drive, and the Friends of the Library book sale. The news stations have been here and will be running news stories on the sale starting tonight.

In wrapping up, Pauline encouraged trustees to participate in the community reading of "The Anxious Generation" by Johnathon Haidt that will be hosted by Corning Painted Post School District, in collaboration with the Southeast Steuben County Library and the City of Corning Mayor's office. Pauline and Louise will be working with C-PP District Superintendent Michelle Caufield to help facilitate the discussions. SSCL Patrons will be able to get unlimited copies of the book on Libby starting October 1st.

Pauline and Barb are going to NYLA to be part of a panel discussion and will share the library's experience with the recent public vote to increase the library's budget.

**Finance:**

(See Financial Reports for July & August 2024.)

The Finance Committee met on September 12, 2024.

Treasurer Jeffrey Scott reiterated the unexpected \$60,000 in donations. The budget continues to be in line. 990 corrections were made by the auditors, and it is ready to be submitted.

**Building Budget Transfer Resolution:**

Barbara McLean said upon recommendation of the Finance Committee they are requesting for the annual endowment draw and funds transfer in accordance with the resolution below.

# DRAFT

RESOLVED, that the Southeast Steuben County Library will draw the budgeted \$253,895 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, Corning, NY.

Trustees voted unanimously to approve the resolution above.

## **990 Final Draft Submission:**

The Finance Committee recommends approval of 990 for submission to the IRS with the correction of the number of trustees.

Trustees voted unanimously to approve the submission of the 990.

## **Committee Updates:**

- **Facilities** – Pauline said Hunt Engineers will submit the final draft design for the staff parking lot on October 22, 2024. In January the project will go out for bid, with work to start in the spring.
- **PR/Advocacy** – Chair Barbara McLean said they have not met.
- **Fund Development** – Chair Louise Richardson meeting next week to draft FLX gives plan.
- **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 there is nothing to report this month.
- **Friends of the Library** – Friends of the Library Liaison Julie Fromer shared that the Friends have given away 20 boxes of books at the Corning Farmer's Market. The Friends are looking for volunteers for Harvest Fest this weekend. They will have games & prizes. The book sale starts on Saturday.
- **Strategic Planning:** Lyndsie thanked all for returning the surveys. The committee will be meeting to compile the information from the surveys and the workshop findings.

## **Other business:**

There was no other business.

## **Adjournment:**

Barbara McLean adjourned the meeting at 5:07 p.m. for the board to participate in a SWOT strategic planning training with Brian Hildreth.

The next regular meeting of the Library Board of Trustees is scheduled for October 17, 2024 at 4:30 p.m. in the library Conference Room.

**DRAFT**

**Account Balances: Checking, Savings, Investments & Loans**  
**As of 9/30/2024**

<b>BANK ACCOUNTS</b>	
<b>FINANCIAL INSTITUTION:</b>	<b>AMOUNT</b>
CHEMUNG CANAL TRUST COMPANY:	\$ 44,504
CORNING CREDIT UNION: Operational Reserve	\$ 84,880
COMMUNITY BANK:	
- Capital Reserve :	\$ 95,269
- Construction Grant Funds: funds transferred to Cap. Reserve	
<b>TOTAL BANK BALANCE</b>	<b>\$ 224,653</b>

<b>INVESTMENTS</b>		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	3,557,871	3342418.41
CHARLES SCHWAB (ENDOWMENT)	3,626,885	3667195.28
<b>INVESTMENT TOTAL</b>		<b>\$ 7,009,614</b>

<b>TOTAL ALL ACCOUNTS</b>	<b>\$ 7,234,266</b>
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<b>LOANS</b>	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 212,626
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 529,082
<b>TOTAL LOANS OUTSTANDING</b>	<b>\$ 741,708</b>

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

**Southeast Steuben County Library**  
**Budget vs Actual**  
**January - September, 2024**

	Sep Budget vs Actual			Jan.-Sept. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>Income</b>							
4000 Public Funds		0	0	912,150	911,119	1,031	911,119
4100 Grants/Donations	27,497	2,500	24,997	223,792	152,073	71,719	228,220
4300 Service Fees	1,848	1,150	698	11,881	11,050	831	15,000
4400 Other Revenue	383	700	-318	7,132	5,700	1,432	7,650
4500 Other Income		5,600	-5,600	5,512	22,493	-16,980	33,785
<b>Total Income</b>	<b>\$ 29,727</b>	<b>\$ 9,950</b>	<b>\$ 19,777</b>	<b>\$ 1,160,468</b>	<b>\$ 1,102,435</b>	<b>\$ 58,033</b>	
<b>Gross Profit</b>	<b>\$ 29,727</b>	<b>\$ 9,950</b>	<b>\$ 19,777</b>	<b>\$ 1,160,468</b>	<b>\$ 1,102,435</b>	<b>\$ 58,033</b>	1,195,774
							253,895
							74,316
							33,385
							1,557,370
<b>Expenses</b>							
5000 Payroll	62,646	61,497	1,149	573,895	615,574	-41,679	800,065
5100 Payroll Taxes, Benefits, & Ins.	10,873	12,352	-1,479	119,352	131,620	-12,268	174,891
6000 Facilities	5,979	6,900	-921	108,674	111,865	-3,191	194,385
7000 Library Materials/Services	5,062	17,200	-12,139	193,718	199,039	-5,321	238,339
7200 Library Programs	1,566	2,225	-659	22,159	24,720	-2,561	31,120
8000 Administration & General	1,505	3,995	-2,490	63,705	57,235	6,470	79,850
8100 Other Expense	575	1,350	-775	11,250	7,900	3,350	9,500
8300 Capital	3,724	3,744	-20	17,809	17,988	-179	29,220
<b>Total Expenses</b>	<b>\$ 91,929</b>	<b>\$ 109,263</b>	<b>-\$ 17,334</b>	<b>\$ 1,110,563</b>	<b>\$ 1,165,941</b>	<b>-\$ 55,378</b>	1,557,370
<b>Net Operating Income</b>	<b>-\$ 62,203</b>	<b>-\$ 99,313</b>	<b>\$ 37,110</b>	<b>\$ 49,905</b>	<b>-\$ 63,507</b>	<b>\$ 113,411</b>	
<b>Net Income</b>	<b>-\$ 62,203</b>	<b>-\$ 99,313</b>	<b>\$ 37,110</b>	<b>\$ 49,905</b>	<b>-\$ 63,507</b>	<b>\$ 113,411</b>	

**Southeast Steuben County Library**  
**Budget vs Actual**  
**January - September, 2024**

	Sept. Budget vs Actual			Jan.-Sept. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>Income</b>							
<b>4000 Public Funds</b>							
<b>4005 Tax Levy</b>		0	0	912,150	911,119	1,031	911,119
<b>Total 4000 Public Funds</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 912,150</b>	<b>\$ 911,119</b>	<b>\$ 1,031</b>	911,119
<b>4100 Grants/Donations</b>							
<b>4110 County Grants</b>		0	0	20,973	20,973	0	20,973
<b>4111 NYS Grants</b>		0	0	0	0	0	7,147
<b>4120 Other Grants</b>	250	500	-250	7,410	12,500	-5,090	12,500
<b>4130 Fund Raising/Donations</b>	207	250	-43	27,125	2,250	24,875	3,000
<b>4140 Memorials/Honors</b>	310	250	60	1,166	750	416	1,000
<b>4150 Friends of the Library</b>		0	0	24,000	25,000	-1,000	47,000
<b>4155 Annual Appeal</b>	1,730	1,000	730	48,300	23,000	25,300	65,000
<b>4165 Corning Enterprises</b>	25,000	0	25,000	50,750	25,750	25,000	25,750
<b>4185 Matching Funds</b>		500	-500	6,218	4,000	2,218	8,000
<b>4190 Community Foundation</b>		0	0	37,850	37,850	0	37,850
<b>Total 4100 Grants/Donations</b>	<b>\$ 27,497</b>	<b>\$ 2,500</b>	<b>\$ 24,997</b>	<b>\$ 223,792</b>	<b>\$ 152,073</b>	<b>\$ 71,719</b>	228,220
<b>4300 Service Fees</b>							
<b>4310 Fees</b>	1,132	850	282	8,279	7,450	829	10,000
<b>4320 Copier Fees</b>	716	300	416	3,603	3,600	3	5,000
<b>Total 4300 Service Fees</b>	<b>\$ 1,848</b>	<b>\$ 1,150</b>	<b>\$ 698</b>	<b>\$ 11,881</b>	<b>\$ 11,050</b>	<b>\$ 831</b>	15,000
<b>4400 Other Revenue</b>							
<b>4401 HS Learning Center PR reimburse</b>	383	700	-318	7,132	5,700	1,432	7,650
<b>Total 4400 Other Revenue</b>	<b>\$ 383</b>	<b>\$ 700</b>	<b>-\$ 318</b>	<b>\$ 7,132</b>	<b>\$ 5,700</b>	<b>\$ 1,432</b>	7,650
<b>4500 Other Income</b>							
<b>4510 EDC cash transfer</b>		5,600	-5,600	5,512	22,493	-16,980	33,785
<b>Total 4500 Other Income</b>	<b>\$ 0</b>	<b>\$ 5,600</b>	<b>-\$ 5,600</b>	<b>\$ 5,512</b>	<b>\$ 22,493</b>	<b>-\$ 16,980</b>	33,785
<b>Total Income</b>	<b>\$ 29,727</b>	<b>\$ 9,950</b>	<b>\$ 19,777</b>	<b>\$ 1,160,468</b>	<b>\$ 1,102,435</b>	<b>\$ 58,033</b>	
<b>Gross Profit</b>	<b>\$ 29,727</b>	<b>\$ 9,950</b>	<b>\$ 19,777</b>	<b>\$ 1,160,468</b>	<b>\$ 1,102,435</b>	<b>\$ 58,033</b>	1,195,774
							253,895
							74,316
							33,385
							1,557,370



**Southeast Steuben County Library**  
**Budget vs Actual**  
**January - September, 2024**

	Sept. Budget vs Actual			Jan.-Sept. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
Income							
Expenses							
5000 Payroll							
5010 Wages	62,321	61,182	1,139	570,284	611,819	-41,535	795,365
5020 Payroll Service	325	315	10	3,611	3,755	-144	4,700
Total 5000 Payroll	<b>\$ 62,646</b>	<b>\$ 61,497</b>	<b>\$ 1,149</b>	<b>\$ 573,895</b>	<b>\$ 615,574</b>	<b>-\$ 41,679</b>	800,065
5100 Payroll Taxes, Benefits,& Ins.							
5110 Retirement	1,863	1,945	-82	17,614	19,415	-1,801	25,250
5112 Retirement Fees		0	0	2,419	4,000	-1,581	8,000
5120 FICA/Medicare	4,632	4,615	17	42,480	46,155	-3,675	60,000
5130 Insurance-Worker's Comp.		0	0	4,146	4,800	-654	6,400
5140 Insurance-Disability	-49	0	-49	599	800	-201	800
5145 Paid Family Leave	-232	0	-232	874	1,000	-126	1,000
5150 Insurance-Medical Ins.	4,480	5,500	-1,020	40,697	45,500	-4,803	62,000
5152 Insurance-Dental	-70	292	-362	3,098	2,624	474	3,500
5153 HSA	250	0	250	3,985	4,000	-15	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.	<b>\$ 10,873</b>	<b>\$ 12,352</b>	<b>-\$ 1,479</b>	<b>\$ 119,352</b>	<b>\$ 131,620</b>	<b>-\$ 12,268</b>	174,891
6000 Facilities							
6020 Cleaning	2,413	2,500	-87	23,412	22,500	912	37,000
6030 Maintenance & Repair-Building	3,492	200	3,292	26,867	16,850	10,017	44,385
6060 Utilities	74	4,200	-4,126	22,971	39,400	-16,429	52,000
6070 Maintenance Contracts		0	0	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	<b>\$ 5,979</b>	<b>\$ 6,900</b>	<b>-\$ 921</b>	<b>\$ 108,674</b>	<b>\$ 111,865</b>	<b>-\$ 3,191</b>	194,385

**Southeast Steuben County Library**  
**Budget vs Actual**  
**January - September, 2024**

	Sept. Budget vs Actual			Jan.-Sept. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>Income</b>							
<b>7000 Library Materials/Services</b>							
7010 Books	1,500	3,000	-1,500	26,881	27,500	-619	36,000
7015 Memorial/Honor Books		0	0	1,180	500	680	1,000
7020 Periodicals	325	1,000	-675	4,145	4,625	-480	5,000
7030 Audio-visuals		300	-300	3,197	2,400	797	5,000
7036 Digital Content		2,500	-2,500	59,342	51,500	7,842	60,000
7040 Electronic Resources		1,500	-1,500	11,070	12,500	-1,430	14,000
7043 Computer Equipment		1,500	-1,500	0	5,000	-5,000	5,000
7044 IT Contracts-Public Computers	2,282	2,250	32	20,542	20,250	292	27,000
7045 Public Internet	717	1,000	-283	5,926	9,450	-3,524	13,000
7046 Computer Software & Access.		500	-500	2,128	900	1,228	2,500
7047 Copier Expense-Public	136	100	36	1,087	800	287	1,200
7050 Cost Share Fees		0	0	52,319	52,139	180	52,139
7070 Library Supplies	101	600	-499	4,311	5,275	-964	7,000
7075 Book Processing Fees		450	-450	1,590	3,700	-2,110	4,500
7080 Library Furnishings		2,500	-2,500	0	2,500	-2,500	5,000
<b>Total 7000 Library Materials/Services</b>	<b>\$ 5,062</b>	<b>\$ 17,200</b>	<b>-\$ 12,139</b>	<b>\$ 193,718</b>	<b>\$ 199,039</b>	<b>-\$ 5,321</b>	<b>238,339</b>
<b>7200 Library Programs</b>							
7210 Children's Programs	316	350	-34	4,722	6,970	-2,248	7,120
7215 Y/A Programs	200	500	-300	5,523	6,000	-477	7,000
7220 Volunteer's		0	0	113	125	-12	750
7225 Adult Programs		100	-100	3,124	3,900	-776	5,250
7235 Coffee Tea & English		150	-150	298	550	-252	750
7240 Grant Programs	300	550	-250	3,592	1,600	1,992	2,500
7241 Digital Literacy Program	600	200	400	2,724	2,450	274	3,500
7242 Outreach Programs	150	300	-150	1,646	2,600	-954	3,500
7275 Program Mileage Expense		75	-75	418	525	-107	750
<b>Total 7200 Library Programs</b>	<b>\$ 1,566</b>	<b>\$ 2,225</b>	<b>-\$ 659</b>	<b>\$ 22,159</b>	<b>\$ 24,720</b>	<b>-\$ 2,561</b>	<b>31,120</b>

**Southeast Steuben County Library**  
**Budget vs Actual**  
**January - September, 2024**

	Sept. Budget vs Actual			Jan.-Sept. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>Income</b>							
<b>8000 Administration &amp; General</b>							
8005 Advertising		50	-50	6,763	4,700	2,063	5,000
8010 Bank Fees	97	200	-103	794	1,050	-256	1,350
8015 Collection Fees		70	-70	515	560	-45	750
8017 Dues/Memberships		50	-50	1,691	2,220	-529	2,500
8025 Insurance - Liability Director		0	0	4,375	4,300	75	6,000
8041 Computer Software & Access.		25	-25	5,856	4,175	1,681	5,000
8043 Copier Expense-Office	429	400	29	3,814	4,000	-186	5,600
8046 Postage	215	130	85	875	790	85	1,000
8050 Professional-Audit/Actg		0	0	17,720	17,000	720	17,000
8062 IT Contracts	571	560	11	5,135	5,220	-85	7,000
8063 Computer Equipment		1,000	-1,000	0	2,000	-2,000	2,000
8065 Professional-Legal		1,000	-1,000	1,260	3,000	-1,740	5,000
8070 Supplies-Office		300	-300	2,227	3,900	-1,673	5,000
8080 Telephone	193	210	-17	1,796	2,370	-574	3,000
8082 Internet		0	0	180	200	-20	400
8083 Web Design/Maintenance		0	0	9,200	250	8,950	10,250
8085 Training/Conferences		0	0	1,505	1,500	5	3,000
<b>Total 8000 Administration &amp; General</b>	<b>\$ 1,505</b>	<b>\$ 3,995</b>	<b>-\$ 2,490</b>	<b>\$ 63,705</b>	<b>\$ 57,235</b>	<b>\$ 6,470</b>	<b>79,850</b>
<b>8100 Other Expense</b>							
8130 Miscellaneous	15	700	-685	7,010	3,400	3,610	5,000
8195 Fund Raising	560	650	-90	1,240	1,500	-260	1,500
8198 Scholarship		0	0	3,000	3,000	0	3,000
<b>Total 8100 Other Expense</b>	<b>\$ 575</b>	<b>\$ 1,350</b>	<b>-\$ 775</b>	<b>\$ 11,250</b>	<b>\$ 7,900</b>	<b>\$ 3,350</b>	<b>9,500</b>
<b>8300 Capital</b>							
8345 HVAC Loan	1,480	1,500	-20	13,321	13,500	-179	18,000
8347 EIDL Loan	2,244	2,244	0	4,488	4,488	0	11,220
<b>Total 8300 Capital</b>	<b>\$ 3,724</b>	<b>\$ 3,744</b>	<b>-\$ 20</b>	<b>\$ 17,809</b>	<b>\$ 17,988</b>	<b>-\$ 179</b>	<b>29,220</b>
<b>Total Expenses</b>	<b>\$ 91,929</b>	<b>\$ 109,263</b>	<b>-\$ 17,334</b>	<b>\$ 1,110,563</b>	<b>\$ 1,165,941</b>	<b>-\$ 55,378</b>	<b>1,557,370</b>
<b>Net Operating Income</b>	<b>-\$ 62,203</b>	<b>-\$ 99,313</b>	<b>\$ 37,110</b>	<b>\$ 49,905</b>	<b>-\$ 63,507</b>	<b>\$ 113,411</b>	
<b>Net Income</b>	<b>-\$ 62,203</b>	<b>-\$ 99,313</b>	<b>\$ 37,110</b>	<b>\$ 49,905</b>	<b>-\$ 63,507</b>	<b>\$ 113,411</b>	

## Southeast Steuben County Library Profit & Loss Budget Performance

10/07/24

September 2024

Accrual Basis

	Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5100 Rental Income	4,300.61	4,300.61	38,705.49	38,705.49	51,607.32
<b>Total Income</b>	4,300.61	4,300.61	38,705.49	38,705.49	51,607.32
<b>Gross Profit</b>	4,300.61	4,300.61	38,705.49	38,705.49	51,607.32
<b>Expense</b>					
<b>Administrative</b>					
Insurance	0.00	2,000.00	2,200.21	6,000.00	8,000.00
Management Fee	1,200.00	1,200.00	10,800.00	10,800.00	14,400.00
Miscellaneous	11.65	25.00	71.18	225.00	300.00
<b>Total Administrative</b>	1,211.65	3,225.00	13,071.39	17,025.00	22,700.00
<b>Custodial</b>					
Contracted Services	0.00	1,337.00	1,812.00	4,011.00	7,350.00
Supplies	948.41	241.66	4,056.00	2,175.02	2,900.00
<b>Total Custodial</b>	948.41	1,578.66	5,868.00	6,186.02	10,250.00
<b>Interest Expense</b>	0.00	1,800.00	1,500.00	5,400.00	7,200.00
<b>Repairs and Maintenance</b>					
Elevator Contract OTIS	0.00	0.00	8,125.00	7,350.00	7,350.00
Elevator Maintenance	0.00	0.00	140.00	2,400.00	2,900.00
Emergency Equipment	325.67	350.00	8,303.28	6,530.00	6,980.00
General Repairs/Maint	2,052.35	667.00	4,749.69	5,999.00	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	0.00	1,496.34	1,496.34
<b>Total Repairs and Maintenance</b>	2,378.02	1,017.00	27,503.58	31,775.34	40,226.34
<b>Services</b>					
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
<b>Total Services</b>	0.00	0.00	7,230.52	6,800.00	9,000.00
<b>Utilities</b>					
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
<b>Total Utilities</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	4,538.08	7,620.66	55,173.49	67,186.36	89,376.34
<b>Net Ordinary Income</b>	-237.47	-3,320.05	-16,468.00	-28,480.87	-37,769.02
<b>Net income</b>	-237.47	-3,320.05	-16,468.00	-28,480.87	-37,769.02

## Southeast Steuben County Library

## Balance Sheet

As of September 30, 2024

10/07/24

Accrual Basis

	<u>Sep 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	4,597.15
Total Checking/Savings	4,597.15
Accounts Receivable	
Accounts Receivable	8,357.86
Total Accounts Receivable	8,357.86
Total Current Assets	12,955.01
<b>TOTAL ASSETS</b>	<b>12,955.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,948.19
Total Accounts Payable	1,948.19
Other Current Liabilities	
2120 - Deferred Rental Revenue	7,486.51
Due to/from Library	46,500.00
Total Other Current Liabilities	53,986.51
Total Current Liabilities	55,934.70
Total Liabilities	55,934.70
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-16,468.00
Total Equity	-42,979.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,955.01</b>

**BOARD OF TRUSTEES**

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF  
SEPT MONTHLY REPORT  
PRESENTED THURSDAY OCT. 17, 2024**

	<b>SEPT 2024</b>	<i>SEPT 2023</i>	<b>YTD 2024</b>	<i>YTD 2023</i>
<b>Patrons</b>	<b>12,856</b>	<b>10,702</b>	<b>109,996</b>	<b>102,895</b>
<b>Children's program attendance</b>	<b>1,258</b>	<b>1,287</b>	<b>18,875</b>	<b>16,331</b>
<b>YA program attendance</b>	<b>115</b>	<b>27</b>	<b>1,180</b>	<b>1,068</b>
<b>Adult program attendance</b>	<b>293</b>	<b>267</b>	<b>3,005</b>	<b>2,929</b>
<b>Circulation</b>	<b>10,478</b>	<b>11,868</b>	<b>103,974</b>	<b>109,657</b>
<b>PC use</b>	<b>631</b>	<b>738</b>	<b>5,741</b>	<b>5,096</b>
<b>Digital Literacy</b>	<b>342</b>	<b>332</b>	<b>2,644</b>	<b>2,681</b>
<b>Wifi*</b>	<b>5,400</b>	<b>4,890</b>	<b>47,106</b>	<b>36,050</b>
<b>Creation Station</b>	<b>19</b>	<b>13</b>	<b>183</b>	<b>114</b>
<b>Digital circulation</b>	<b>6,150</b>	<b>4,744</b>	<b>47,997</b>	<b>40,049</b>
<b>Databases</b>	<b>572</b>	<b>436</b>	<b>3,064</b>	<b>4,854</b>

**TEEN CHILDRENS SEPT. 2024**

In House

Storytime with Miss Sue (Sue)

4 programs (with a craft activity after at the PRC)

156 attendees

Miss Sue's Preschool Storytime (Sue)

4 programs (with a craft activity with City Parks and Rec or an activity with Science and Discovery Center)

86 attendees

Crafty Corner (Angel)

3 programs

86 attendees

Brick by Brick (Sue)

1 program

56 attendees

WSKG with Wild Kratts (Sue with WSKG)

1 program

27 attendees

Happy Tales (Angel with dogs)

1 program

6 attendees

Kids Explore Homeschool Group (Sue)

2 programs

83 attendees

MiniMaker (Angel)

1 program

18 attendees

Library Card Holders (staff)

1 program

11 attendees

Tween Time (Sue)

3 programs

17 attendees

Friday After School Movie (Staff)

3 programs

96 attendees

ASMS 6th grade Field Trip (library skills-Sue, tour and services-Kayla)

1 program

51 attendees

Saturday Morning Movie (Sue set up, intern movie)

1 program

15 attendees

Back to School Ice Cream Social (Sue in the park with Dippity Do Dahs)

1 program

167 attendees

Sue's Outreach

Corning Christian Academy

1 program

21 attendees

Once Upon a Time

1 program

24 attendees

Weekday Preschool

1 program

31 attendees

Carder Kindergarten

2 programs

66 attendees



Severn Kindergarten

1 program

56 attendees

HeadStart at Carder

2 programs

34 attendees

Erwin Valley Kindergarten

2 programs

76 attendees

Kingsway Academy

1 program

36 attendees

Winfield Kindergarten

2 programs

39 attendees

Children's Department Totals

40 programs

1,258 attendees

End Notes

193 Reference Questions Answered

**TEEN STATS SEPT.**

ATLAS (At The Library After School)

Total Sessions:

3 synchronous, in-person

Total Attendees:

52 synchronous, in-person

GATLAS (Gay At The Library After School)

Total Sessions:

3 synchronous, in-person

Total Attendees:

29 synchronous, in-person

TAG (Teen Advisory Group)

Total Sessions:

1 synchronous, in-person

Total Attendees:

2 synchronous, in-person

Teen Dungeons & Dragons

Total Sessions:

3 synchronous, in-person

Total Attendees:

32 synchronous, in-person

ASMS 6th Grade Field Trip

Submitted in Children's Stats \_\_\_\_\_ Totals

Total Sessions/Presentations: 11

Total Attendees/Views: 115

Teen Tones Webpage: 61 views Teen Instagram: 111 followers

YA Independent Activities September Word Search: 9 entries Total Activities: 1 Total Participants: 9

### **VOLUNTEER REPORT SEPT.**

Statistics for September 2024

Total Number of Volunteers: 92 Volunteers

Total Number of Hours: 346 hours

Average Hours/Volunteer: 3.76 hours/person

### **SEPTEMBER 2024 Meeting Room Statistics**

#### **Staff and Patron Sponsored Meeting Room Use Summary**

In terms of Events	Patron Sponsored	Patron Attend.	Staff Sponsored	Total Events
Conference	26	159	19	45
Com. Small	13	33	0	13
Com. Large	6	26	13	19
Com. Full	2	75	4	6
<b>Totals</b>	<b>47</b>	<b>293</b>	<b>36</b>	<b>83</b>

### **CASH AND COLLECTION**

**Items weeded 142**

**Items added 256**

**Collection total 134,288**

**Patron Registration 58**

**Fees \$1,278.18**

**Friends \$218.50**

**Reference questions ref /circ 1,216 and children 193 = 1,409**

### **Adult Services Report, Sept 2024**

#### ***Services***

There was a total of **659 reference questions** answered at the reference desk and **557 reference questions** recorded at the circulation desk in Sept.

**Total Reference Questions Recorded: 1,216**

#### **Computer Usage In-House by Municipality**

Campbell: 8

Caton: 3

Town of Corning: 15

City of Corning: 121

Erwin (including P. Post & Cooper's Plains): 12

Hornby: 3

Lindley: 2

Other NY: 35

Out of State: 7

Adult Program Attendance: **291 people**

Number of Programs: **33 programs**

**Heritage Quest Usage: 400 unique searches in Sept 2024**

### Library Speakers Consortium Author Talks

**Sept 1 – 30, 2024**

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)
15	12	1398	1400	1412

Name	Event Date	Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)
Living with an Expansive Mind in a Distracted World—with Nate Klemp, PhD	2024-09-18	5	6	16	16
Capturing the Human Drama of 9/11 and D-Day Through Oral History with Garrett Graff	2024-09-10	7	4	29	31
A Deep Dive in Character Development with Global Sensation Liane Moriarty	2024-09-21	7	2	15	15

### Storymusing Book Reviews

*Purple Crayons: The Art of Drawing a Life* by Ross Ellenhorn – **13 views**  
Total blog views for Sept: **1,659 views**

### **Scrabble**

#### **Tuesdays at 1 pm**

8/3: 3 people

8/10: 7 people

8/17: 3 people

8/24: 5 people

### **Mah Jongg**

#### **Wednesdays at 1 pm**

8/4: 12 people

8/11: 12 people

8/18: 9 people

8/25: 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.

8/4: 16 people

8/11: 11 people

8/18: 14 people

8/25: 17 people

### **Adult D&D Gaming Group**

**11th Sep: 7**

**13th Sep: 9**

**18th Sep: 9**

**20th Sep: 7**

**25th Sep: 8**

**27th Sep: 11**

**Crafting with Kimberly |**

9/9/24 @ 5:30 pm

**18 people** joined us for a fun evening of painting colorful birch tree pictures using stretched canvases and blue painter's tape.

**VA Saves Training**

**9/17 @ 5:30 pm**

2 people participated in the training.

**10<sup>th</sup> Annual Chess Challenge**

9/28/24 @ 10 am – 4 pm

**27 people** of all ages joined us for a fantastic day of chess games.

**Sticky Notes Thematic Book Club**

**4 people** met to talk about books with the theme of *Injustices*. The theme for October is simply *Spooky*.

**Makerspace Usage from Kayla**

Makerspace Statistics

Makerspace Usage

7 independent uses

3 staff uses

9 training sessions (6 Cricut, 3 3D Printing) 9 attendees

Tools Used:

5- 3D Printing

8- Cricut

5- General tools

1- Comb Binder

Total Sessions: 19

9 -3D Print Requests, about 91 hours of print time

15 participants in collaborative puzzle activity

### *From Maryalice*

#### **Outreach**

September 2024 Outreach Report

Books by Mail: 1 person at the Corning Center

Checked out: 3

Returned: 5

Books on Wheels: 3 people

Checked out: 9

Returned: 0

Total: 4 people

Checked out: 12

Returned: 5

Outreach events: 0

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



**13 people** participated in the **2 in-person sessions** of the VOCABULARY class representing 4 countries (Morocco, Russia, Thailand, and Brazil). We practiced listening skills (James Earl Jones), the usage of *do vs make*, and completed exercises from the language game *Word Up*.

**29 people** participated in the **3 in-person sessions** of the CONVERSATION group representing 5 countries (Russia, Brazil, Morocco, Thailand, Mexico). We discussed summer activities and current events, and held a baby shower for the pregnant woman from Brazil.

**20 people** participated in the **3 virtual sessions** of the BOOK CLUB representing 6 countries (France, Russia, Morocco, India, Pakistan/Missouri, and Algeria/Texas) to begin discussions about ***The Help*** by Kathryn Stockett. We read about 10 pages per week. Our one other native speaker currently joins us from West Virginia (having lived in Corning and then Maryland).

**September 2024 Volunteer & Staff Zoom Summary:**

**24 people** met over **4 weekly Zoom sessions** in September 2024 to discuss articles about 9/11 remembrances in art, the real person behind the James Bond character, the origins of Fanta soda, and Diplomat Pamela Harrison; to talk about the use (or not) of Oxford commas, the use of one or two spaces at the end of a sentence, and the use (or not) of contractions); to do quizzes about 12-letter words, Are you smarter than a 1912 middle schooler?, word origins, challenging words you should know, and love or hate words; and to talk about what we are currently reading.

**Digital Stats from Linda**

**Stats September 2024**

**Hoopla Stats**

No. Patrons Who Borrowed Content	338
New Patron Accounts	23
No. Circulated Titles	1,334
Funds Spent in month	\$3,139.05

**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
Aug-24	\$3,202.82
Sep-24	\$3,139.05
Total of Funds Spent 2024 Through End of Last Month	\$26,814.73

### Breakdown of Hoopla Circulated Items

Formats	Cost	Number of Format Checkouts
Audiobooks	\$2,078.48	758
Binge Passes	\$23.93	7
Comics	\$164.51	121
eBooks	\$411.92	225
Movies	\$272.52	109
Music	\$73.01	49
TV Shows	\$114.68	65
Total Cost	\$3,139.05	1334

### Programs & Tech Appts

Book Club for Adults	12
Monthly Matinee	11

Tech Appointments 2

**Blog Stats**

Tech & Book Talk Views 486

Corning NY History Views 623

Creation Stationary Views 57

SSL Book Club for Adults Views 75

Mango Sessions 162

**Overdrive**

Overdrive Checkouts	3504
OWWL Checkouts	97
FLLS Checkouts	157
Magazines (formerly RB Digital)	1058

**Digital Help-Reference Desk Sessions and Questions**

Total Number of Sessions and Questions	371
Basic Computer Help	192
Multimedia	97
Research Training	19
Workforce Development	6
Out of System Interlibrary Loan Requests	29
Tech Coaching Sessions	17 + 2 for Linda + 9 for Kayla = 28

**Lynda / LinkedIn Learning**

Sept log-ins	10
Total hours of content viewed	1.5

**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
VA Saves Training	Onsite	Live		2 people in 1 session
SSCL Annual	Onsite	Live		27 people in 1

Chess Challenge				session
Crafting with Kimberly	Onsite	Live		18 people in 1 session
Crafting with Kimberly	Onsite	Recorded	Youtube	N/A
Crafting with Kimberly	Kits			N/A
Scrabble Tuesdays	Onsite	Live		18 in 4 sessions
Mah Jongg Wednesdays	Onsite	Live		43 in 4 sessions
<b>Corning Area Writers Group Wednesdays</b>	Onsite	Live		58 in 4 sessions
<b>Coffee Tea &amp; English Conversation</b>	Onsite	Live		29 people in 3 sessions
<b>Coffee Tea &amp; English Vocab</b>	Onsite	Live		13 people in 2 sessions
<b>Coffee Tea &amp; English Book Club</b>	Onsite	Live		20 people in 3 sessions
Volunteer & Staff	Virtual	Live	Zoom	24 people 4 in sessions
Adult Book Club	Onsite	Live		<b>12 people in 1 session</b>
Sept Monthly Matinee				11 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	4 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	12 people for 3 sessions
Adult D&D	Onsite	Live		51 people 6 in sessions
LSC video views				1,400

Southeast Steuben County Library

Tax Cap Override Resolution 10/17/24 for the 2025/2026 Budget Year

Whereas, the adoption of this 2025 budget for the Southeast Steuben County Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in general Municipal Law Section 3-c adopted in 2011: and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy by a resolution approved by a vote of sixty percent of qualified board members: now therefore be it

Resolved, that the Board of Trustees of the Southeast Steuben County Library voted and approved to exceed the tax levy limit for 2025 by at least sixty percent of the board of trustees as required by state law on October 17, 2024.

Board Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

SSCL 2025 DRAFT BUDGET FOR REVIEW

2025 Budget Projections		Jan-Aug 2024	2024 Budget	2025 Projections	Variance
<b>Income</b>					
<b>4000 Public Funds</b>					
4005 Tax Levy		912,150	911,119	1,479,119	568,000
<b>Total 4000 Public Funds</b>		912,150	911,119	1,479,119	568,000
<b>4100 Grants/Donations</b>					
4110 County Grants		20,973	20,973	20,973	-
4111 NYS Grants		-	7,147	7,147	-
4120 Other Grants	2024 web site grant (we didn't get)	32,160	12,500	3,000	(9,500)
4130 Fund Raising/Donations		1,918	3,000	3,000	-
4140 Memorials/Honors		856	1,000	1,000	-
4150 Friends of the Library		24,000	47,000	45,000	(2,000)
4155 Annual Appeal		46,570	65,000	65,000	-
4165 Corning Enterprises		25,750	25,750	25,000	(750)
4185 Matching Funds	reduced match to 50%	6,218	8,000	5,000	(3,000)
4190 Community Foundation		37,850	37,850	38,900	1,050
<b>Total 4100 Grants/Donations</b>		196,296	228,220	214,020	(14,200)
<b>4300 Service Fees</b>					
4310 Fees		7,147	10,000	10,000	-
4320 Copier Fees		2,886	5,000	5,000	-
<b>Total 4300 Service Fees</b>		10,034	15,000	15,000	-
<b>4400 Other Revenue</b>					
4401 HS Learning Center PR reimburse		6,750	7,650	7,900	250
4405 STLS Job Share reimbursement				29,000	29,000
<b>Total 4400 Other Revenue</b>		6,750	7,650	36,900	29,250
<b>4500 Other Income</b>					
4510 EDC cash transfer	insurance 9,550, HVAC Maint. (40%of total=9564), HVAC loan 7,200=26,314	5,512	33,785		(33,785)
<b>Total 4500 Other Income</b>		5,512	33,785		(33,785)
<b>Total Income</b>		1,130,741			
<b>Gross Profit</b>		1,130,741	1,195,774		
<b>Endowment Draw</b>		253,895	253,895		
<b>Operational Reserve</b>			74,316		
<b>Capital Reserve</b>			33,385		
		1,384,636	1,557,370	1,745,039	187,669
<b>Expenses</b>					
<b>5000 Payroll</b>					
5010 Wages		507,962	795,365	875,821	80,456
5020 Payroll Service	170/PR fees=4,420, POP 350, YE 250	3,286	4,700	5,100	400
<b>Total 5000 Payroll</b>		511,248	800,065	880,921	80,856
<b>5100 Payroll Taxes, Benefits,&amp; Ins.</b>					

SSCL 2025 DRAFT BUDGET FOR REVIEW

2025 Budget Projections		Jan-Aug 2024	2024 Budget	2025 Projections	Variance
5110 Retirement		15,751	25,250	26,500	1,250
5112 Retirement Fees	2,600/Qu	2,419	8,000	10,400	2,400
5120 FICA/Medicare		37,848	60,000	66,000	6,000
5130 Insurance-Worker's Comp.		4,146	6,400	7,000	600
5140 Insurance-Disability		648	800	500	(300)
5145 Paid Family Leave		1,107	1,000	1,000	-
5150 Insurance-Medical Ins.		36,217	62,000	81,000	19,000
5152 Insurance-Dental		3,168	3,500	3,000	(500)
5153 HSA	7 Ind.x500=3,500, 1 Fam. 1,000	3,735	4,000	4,500	500
5160 Insurance-Unemployment	672/Qu=2688	2,010	2,460	2,700	240
5163 Insurance-Life		689	740	700	(40)
5165 Employee Assist. Prog.		741	741	775	34
<b>Total 5100 Payroll Taxes, Benefits,&amp; Ins.</b>		<b>108,479</b>	<b>174,891</b>	<b>204,075</b>	<b>29,184</b>
6000 Facilities					
6020 Cleaning	Greenstar 2,000/mo=24,000, Rugs 3,000	20,999	37,000	30,000	(7,000)
6025 Janitorial Supplies	60% of Sanico total			2,790	2,790
6030 Maintenance & Repair-Building	Fire Inspection 300, P&J 20,500, move storage 3500, misc. 5,000	23,375	44,385	35,000	(9,385)
6040 2nd Floor Maintenance				18,000	18,000
6060 Utilities	Casella 75/mo=900, EDC 3,600/mo=43,200	22,897	52,000	47,000	(5,000)
6070 Maintenance Contracts	Pest solutions 1,300, Assa Abloy 1,600, P&J 23,910	15,226	34,000	27,000	(7,000)
6080 Insurance - Library	total bldg: Comm. Umbrella 4635x9%=5052, = Comm Pkg 23,156 x 9%=25,243=30,295	13,816	18,000	30,500	12,500
6085 Insurance-Upstairs		6,383	9,000		(9,000)
<b>Total 6000 Facilities</b>		<b>102,695</b>	<b>194,385</b>	<b>190,290</b>	<b>(4,095)</b>
7000 Library Materials/Services					
7010 Books		25,381	36,000	36,000	-
7015 Memorial/Honor Books		1,180	1,000	1,000	-
7020 Periodicals		3,820	5,000	5,500	500
7030 Audio-visuals		3,197	5,000	5,000	-
7036 Digital Content	Hoopla 3400/mo=40,800, STLS 32,595, PBC Guru 3,500	59,342	60,000	77,000	17,000
7040 Electronic Resources	EBSCO 3,000, LinkedIn 7,000, Heritage Quest 1,200, EnvisionWare 1,300	11,070	14,000	10,000	(4,000)
7043 Computer Equipment	ARC match for conf. room (42,100), computer rotation(7100)	-	5,000	28,000	23,000
7044 IT Contracts-Public Computers	2,282.40/mo. x 10%= 2510 x 12=30,127	18,259	27,000	30,000	3,000
7045 Public Internet	Spectrum 110/mo=1320, T*Mobile hot spots 650/mo=7800, STLS 1440	5,209	13,000	11,000	(2,000)
7046 Computer Software & Access.	Faronics \$915/CPE software updates (8400)	2,128	2,500	10,000	7,500
7047 Copier Expense-Public		950	1,200	1,800	600
7050 Cost Share Fees		52,319	52,139	53,365	1,226
7070 Library Supplies	includes frames & storage materiasl, etc for local history	4,209	7,000	7,500	500
7075 Book Processing Fees		1,590	4,500	4,000	(500)
7080 Library Furnishings	2-3 circ/local history display units \$700ea./sound proof Booth 10,000, chair rack	-	5,000	15,000	10,000

SSCL 2025 DRAFT BUDGET FOR REVIEW

2025 Budget Projections					
		Jan-Aug 2024	2024 Budget	2025 Projections	Variance
<b>Total 7000 Library Materials/Services</b>		188,656	<b>238,339</b>	295,165	56,826
<b>7200 Library Programs</b>					
7210 Children's Programs		4,900	<b>7,120</b>	7,120	-
7215 Y/A Programs		5,323	<b>7,000</b>	7,000	-
7220 Volunteer's		113	<b>750</b>	750	-
7225 Adult Programs	added 500 for additional snacks for movies, book club, D&D	3,124	<b>5,250</b>	5,750	500
7235 Coffee Tea & English		298	<b>750</b>	750	-
7240 Grant Programs		3,292	<b>2,500</b>	2,500	-
7241 Digital Literacy Program		2,124	<b>3,500</b>	3,500	-
7242 Outreach Programs	additional 500 for local history programs	1,496	<b>3,500</b>	4,000	500
7275 Program Mileage Expense		418	<b>750</b>	750	-
<b>Total 7200 Library Programs</b>		21,088	<b>31,120</b>	32,120	1,000
<b>8000 Administration &amp; General</b>					
8005 Advertising		6,763	<b>5,000</b>	5,000	-
8010 Bank Fees	Jamex 35/mo=420, credit card reader fee 9/mo=108, merch serv. 25/mo=300, DP fees	733	<b>1,350</b>	1,350	-
8015 Collection Fees		484	<b>750</b>	750	-
8017 Dues/Memberships	Chamber 450, Rotary 370, Arts 300, ALA 525, Amazon 180, Sams 55, NYLA 600	1,691	<b>2,500</b>	2,500	-
8025 Insurance - Liability Director		4,375	<b>6,000</b>	6,500	500
8041 Computer Software & Access.	PE 22/mo+264, donor perf. 2500, Humanity 1050, Dig lit 725, Adobe Zoom 600, CPE upgrades (2100)	3,440	<b>5,000</b>	6,200	1,200
8043 Copier Expense-Office		3,385	<b>5,600</b>	5,700	100
8046 Postage		660	<b>1,000</b>	1,200	200
8048 Equipment Lease	\$8.59/mo Clover, \$75/mo Culliagan, 33.90/qu postage meter = \$100/mo			1,200	1,200
8050 Professional-Audit/Actg	\$16,800 MMB, Insero 3,200 (20 hrs.@ \$160)	17,720	<b>17,000</b>	18,000	1,000
8062 IT Contracts	570.60/mo x 10% =627 x 12=7,524	4,565	<b>7,000</b>	7,500	500
8063 Computer Equipment	Carol laptop (1559.90) computer rotation (5108)	-	<b>2,000</b>	6,000	4,000
8065 Professional-Legal		1,260	<b>5,000</b>	5,000	-
8070 Supplies-Office		2,227	<b>5,000</b>	5,000	-
8080 Telephone	STLS \$72/mo=864	1,604	<b>3,000</b>	1,000	(2,000)
8082 Internet		180	<b>400</b>	400	-
8083 Web Design/Maintenance	2,500/yr. web plug-ins, \$500 (5hrs.@\$100/hr) Maintenance	9,200	<b>10,250</b>	3,000	(7,250)
8085 Training/Conferences	Homeless 800, NYLA 2500, CPR 250	1,505	<b>3,000</b>	3,500	500
8086 Continuing Education	MLS @ BU (\$565/credit hour)= \$1695/class + supplies			2,000	2,000
<b>Total 8000 Administration &amp; General</b>		59,790	<b>79,850</b>	81,800	1,950
<b>8100 Other Expense</b>					
8130 Miscellaneous	staff parking while during construction	6,995	<b>5,000</b>	10,740	5,740
8195 Fund Raising		680	<b>1,500</b>	2,000	500
8198 Scholarship		3,000	<b>3,000</b>	3,000	-
<b>Total 8100 Other Expense</b>		10,675	<b>9,500</b>	15,740	6,240
<b>8300 Capital</b>					



SSCL 2025 DRAFT BUDGET FOR REVIEW

2025 Budget Projections					
		Jan-Aug 2024	2024 Budget	2025 Projections	Variance
8345 HVAC Loan		11,841	<b>18,000</b>	18,000	-
8347 EIDL Loan		2,244	<b>11,220</b>	26,928	15,708
<b>Total 8300 Capital</b>		14,085	<b>29,220</b>	44,928	15,708
<b>Total Expenses</b>		1,016,718	<b>1,557,370</b>	1,745,039	187,669
<b>Net Operating Income</b>		114,023		-	
<b>Net Income</b>		367,918			

**SOUTHEAST STEUBEN COUNTY LIBRARY  
2025 BUILDING DRAFT BUDGET FOR REVIEW**

	<u>SSCL 2025 BUDGET</u>	<u>Proposed Budget</u>	
<b>REVENUES:</b>			
Tenant Rents	51,608	51,608	
SSCL 2nd Floor Maintenance Fees	18,000	18,000	
Total Revenue	<u>51,608</u>	<u>69,608</u>	
<b>EXPENSES:</b>			
Administrative Expenses:			
Insurance	8,000		
Management Fee	14,400	14,400	
Miscellaneous	200	200	
Total Administrative	<u>22,600</u>	<u>14,600</u>	
Custodial:			
Contracted Services	3,625	7,250	604/mo.
Supplies	2,704	1,860	40% of est. total
Total Custodial	<u>6,329</u>	<u>9,110</u>	
Repairs & Maintenance:			
Elevator Contract OTIS	8,532	8,532	
Elevator Maintenance	200	1,130	
Emergency Equipment	8,404	8,404	
General Repairs & Maint.	9,332	9,332	2nd floor Painting
HVAC Contract	8,000		
HVAC Repairs	8,500	8,500	
Total Repairs & Maint.	<u>42,968</u>	<u>35,898</u>	
Services:			
Landscaping	3,500	3,500	
Security- SIMPLEX/Johnson Controls	1,500	1,500	
Snow Removal	5,000	5,000	
Total Services	<u>10,000</u>	<u>10,000</u>	
Capital Expense:			
HVAC Loan	7,200		
Total Capital			
Utilities:			
Electric	\$ -		
Natural Gas	\$ -		
Sewer	\$ -		
Trash Removal	\$ -		
Water	\$ -		
Total Utilities			
<b>Total Operating Expense</b>	89,097	69,608	
<b>Net Cash Income (Loss)</b>	(37,489)	-	