

AGENDA
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
PRESENTED NOVEMBER 21ST 4:30-5:30 p.m.
LOCATION: SOUTHEAST STEUBEN COUNTY LIBRARY
CONFERENCE ROOM

4:30 pm Call to Order

1. Establish Quorum
2. Accept Agenda
3. Public Comment
4. Consent Agenda - (Barb) – Vote
Oct. minutes
Oct. financials
5. Director’s report - (Pauline)
6. Finance (Jeff)
Operational Reserve Transfer - (Barb) – Vote
2025 Operations and Building Budgets – (Jeff/Lori/Barb) - Vote
7. Patron Conduct Policy Revision – (Barb) - Vote

Committee Updates

Facilities Committee (Barry)
PR/Advocacy Committee (Barb)
Fund Development Committee (Louise)
Nominating Committee (Barb)
Policy Committee (Barb)
Scholarship Committee (Julie)
Friends (Julie/Pauline)
Strategic Planning (Lyndsie)

ADJOURN

NEXT BOARD MEETING: Dec. 19th 4:30 – 5:30 PM, Conference Room

Account Balances: Checking, Savings, Investments & Loans
As of 10/31/2024

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 218,153
CORNING CREDIT UNION: Operational Reserve	\$ 85,218
COMMUNITY BANK:	
- Capital Reserve :	\$ 95,270
- Construction Grant Funds: funds transferred to Cap. Reserve	
TOTAL BANK BALANCE	\$ 398,640

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	3,342,418	3,283,555
CHARLES SCHWAB (ENDOWMENT)	3,667,195	3,604,627
INVESTMENT TOTAL		\$ 6,888,182

TOTAL ALL ACCOUNTS	\$ 7,286,822
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LOANS	
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	\$ 531,827
TOTAL LOANS OUTSTANDING	\$ 744,453

OTHER RELATED FUNDS	
COMMUNITY FOUNDATION (as of 9/30/2024)	
LIBRARY SERVICE FUND	\$ 1,120,607

**Southeast Steuben County Library
Board of Trustees
Regular Monthly Meeting
October 17, 2024**

Trustees Attending:

Vice President: Lyndsie M. Guy
Secretary: Jamie Curtis
Treasurer: Jeffrey Scott
Gail Bardhan*
Julie E. Fromer
Harry A. Merritt
Barry W. Nicholson
Kate Paterson
Louise Richardson
Kathryn C. Mack

Absent:

President: Barbara A. McLean
Nogaye Ka-Tandia
Kate Paterson
Svetlana Short

Guests:

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

Call to Order:

Vice President Lyndsie M. Guy called the meeting to order at 4:31 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

Minutes of September 19, 2024, Regular Meeting

Lyndsie M. Guy called for a motion to accept the Consent Agenda. The motion to accept the Consent Agenda was made by Jamie Curtis, seconded by Barry W. Nicholson, trustees voted unanimously to accept all items on the Consent Agenda.

*Attended the meeting via Zoom.

Director's Report:

Library Director Pauline Emery reported for September and October 2024.

- September Statistics were presented.
 - Numbers are up overall compared to last year.
 - Children's programming is doing well. Having an additional person should help that number rise more.
 - Young Adults have a steady group that comes regularly.
 - Adult programming is doing well.
 - Circulation is down a bit. Which has been a trend for a couple of years.
 - PC use is going up.
 - Digital literacy is slightly down.
 - Wi-fi and digital circulation usage is rapidly increasing.
- Programming:
 - The Anxious Generation: Community Read Book. Next Tuesday (Oct. 22nd) will be the first discussion. So far, one hundred and twenty people have signed up for the discussion. Due to the overwhelming response to the event, the discussion has been moved to the high school cafeteria to accommodate the large number of attendees. At some point, they will have to cut down on how many can attend, as more than twenty people make it challenging to have a meaningful exchange. We are excited to be part of this event. You can get your copies on Libby as an audiobook. We also have physical books; you can purchase a copy at Card Carry.
 - The Great Give Back – benefitting Noonie Hood Parent Resource Center October 1 through October 30th.
- A Day of the Dead display in the Children's room. It is in honor of the two owls who are raising money for the Friends. The funding they have raised from the two owls will go to children's and teen programming. It has been over 2,000 dollars in total.
- After-school programs: S.T.E.M. with the Science and Discovery Center on October 14, students made and raced balloon cars.
- Other Projects and Programming:
 - Pensions Strategies 101 with Brian Sullivan on October 17 from 5 to 6 p.m. for those interested in pension information.
 - Book Character Pumpkin Decorating will be on October 28 from 3:30 to 5:30 for ages 4 to 12.
 - Tweens After Hours on October 11. Creating Cemeteriums, brought to the library by donations to Ollie the Owl during the Friends of the Library Booksale.
- Local History: A conversation with Dr. Edward Mainzer on his book *Architecture Patronage, Historic Preservation, and Urban Renewal in Corning, NY 1950-2000*, which will be on Wednesday, November 13, at 6:00 P.M. Pauline also encouraged checking out the local history webpage at <https://corninghistory.com>. Heritage Village and the Library contribute to the information collected there.
- Upcoming:
 - F.L.X. Gives—Fixing the parking lot and getting a generator is our project for this year. A spooky theme for the parking lot and basement

will be used in a video. Lyndsie has put together an excellent script for the video. On Friday, the 15th of FLX Gives, we will be having a tailgate party in the parking lot from noon to 2 p.m. Prizes we hope to go for: The United States of Giving gives 1,000 dollars to the non-profit that gets the highest number of states by 4 p.m. on Friday—Global Givers is for \$500, the organization has to get at least one foreign donation from the start until noon on Friday. Friends will commit to a \$4,000 match. Clarification: For the United States of Giving, there are as many different states as possible. For Global Givers, you need at least one. The Friends are providing a matching grant of up to 4,000 dollars, and we are working with Hunt to have them sponsor something, but we do not have any details yet.

- The library won two awards during the STLS Annual Meeting.
 - Commercial/Promotional Video Award
 - The Sustainable Practice Award – For passing the vote and having a sustainable budget.

Finance:

(See Financial Reports for January through September 2024.)

The Finance Committee met on October 10, 2024.

Treasurer Jeffrey Scott said

Corning Community Engagement gave us \$25,000. Year to Date They have given \$75,000.

E.D.C. Fund Transfer—Lori will contact E.D.C. to see if they need funds transferred before the end of the year.

Fischer Investments—Pauline will book Fischer for a presentation in November or December. They will discuss the performance of funds and investments.

Allowable Tax Cap Increase – The allowable tax cap request is \$32,449. The Finance Committee will review this at the next finance meeting and consider recommendations to the Board.

The Library's September and E.D.C. budgets were reviewed and recommended. Neither budget showed any unexpected September costs.

Follow-up items:

- The Personnel Committee will meet and review staff salaries and the proposed 2025 budget.
- Pauline will contact Tom Creath to determine if any leases are due for renewal.
- E.D.C. – The building budget will be sent to E.D.C. for their review.

- The strategic plan will require the Finance and Personal Committee to consider future recommendations such as Sunday hours, additional staff, and other potential costs.

The Committee discussed Friends' generosity this year. Lori and Pauline will tally all the friends' income to the library and share it at the next meeting. The library needs to compile the figures for the Friends giving numbers.

Tax Cap Resolution – Jeff Scott reminded the trustees that this is an annual resolution we do that gives us the option to override the tax cap but does not require us to.

Upon the recommendation of the finance committee the trustees voted on the following resolution:

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.

Trustees voted unanimously to approve of the resolution above.

2025 Budget (Jeff/ Lori)

It will be discussed at the next meeting and voted on in November. You can review it and email Pauline with any questions.

Committee Updates:

- **Facilities** – Chair Barry W. Nicholson said (defers to Pauline)
Next Tuesday at 10 a.m., Hunt will take Pauline, Carol, and Bob around to show their plan and review the designs. We will set up a meeting with the Committee, and Bob can review the plans and answer questions. Pauline will reach out to Barry about the time for a meeting. They will have a design. We are on time with the project. In January it will go out for bidding. That is why it will be good for the Facilities Committee to meet and get an overview so we can move on to the next steps, as the committee will be involved with the bidding.

This will be planned out at the next meeting. This will be for both the Parking Lot and the Generator.

- **P.R./Advocacy –**
No report

- **Fund Development –** Chair Louise Richardson

FLX Gives is being worked on. The Annual Appeal is underway. A bookmark has been made. When the appeal letters are posted, the bookmark will be inserted into them.

- **Nominating –**

There is a meeting pending in the next couple of weeks.

- **Policy –**

There is a meeting pending.

- **Scholarship –** Chair Julie E. Fromer said

I reviewed everything and got it out on the website.

- **Friends of the Library –** Friends of the Library Liaison Julie Fromer
They made 31,000 dollars at the Booksale. They have given the Library 25,000 dollars, plus the matching for FLX Gives of 4,000 dollars and another 800 dollar donation to the "Owl." The Friends worked so hard at the Booksale, it was quite impressive. Plus, the bundled books are sold all the time and are getting ready for Christmas shoppers in December. They finalized the books for Books Sandwiched In; they have chosen the books and have the presenters set. It starts on January 8, 2025. The book list will be available next week. Flyers may be placed at the desk or put inside the Holds. Card Carrying on Market Street will pay for the bookmarks and provide a complimentary copy of each book.

- **Strategic Planning –** Chair Lyndsie M. Guy said that the committee had met and was starting to develop goals from the input received so far. There will be an update provided at the November board meeting.

Other business:

The Nominating Committee will be meeting next month. Three Board members are leaving. They are looking for suggestions for replacements.

Adjournment:

Lyndsie M. Guy adjourned the meeting at 4:58 p.m.

The next regular meeting of the Library Board of Trustees is November 21, 2024 at 4:30 pm in the library conference room. Trustees will be asked to attend a 30 minute training session starting at 4:00 pm to complete our annual sexual harassment prevention training.

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

	Oct. Budget vs Actual			Jan. - Oct. 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	28,730	12,397	16,333	252,522	164,470	88,052	228,220
4300 Service Fees	1,527	1,250	277	13,409	12,300	1,109	15,000
4400 Other Revenue	1,155	650	505	8,287	6,350	1,937	7,650
4500 Other Income		0	0	5,512	22,493	-16,980	33,785
Total Income	\$ 31,412	\$ 14,297	\$ 17,115	\$ 1,191,880	\$ 1,116,732	\$ 75,148	
Gross Profit	\$ 31,412	\$ 14,297	\$ 17,115	\$ 1,191,880	\$ 1,116,732	\$ 75,148	1,195,774
Endowment Draw				\$ 253,895			253,895
Operational Reserve							74,316
Capital Reserve							33,385
Total Income				\$ 1,445,775			1,557,370
Expenses							
5000 Payroll	63,091	61,497	1,594	636,986	677,071	-40,085	800,065
5100 Payroll Taxes, Benefits, & Ins.	16,948	14,567	2,381	136,300	146,187	-9,887	174,891
6000 Facilities	28,557	19,350	9,207	140,549	131,215	9,334	194,385
7000 Library Materials/Services	12,989	12,925	64	213,554	211,964	1,590	238,339
7200 Library Programs	4,103	2,525	1,578	27,161	27,245	-84	31,120
8000 Administration & General	12,048	14,380	-2,332	74,405	71,615	2,790	79,850
8100 Other Expense	148	500	-352	12,492	8,400	4,092	9,500
8300 Capital	3,724	3,744	-20	21,533	21,732	-199	29,220
Total Expenses	\$ 141,608	\$ 129,488	\$ 12,120	\$ 1,262,980	\$ 1,295,429	-\$ 32,449	1,557,370
Net Operating Income	-\$ 110,196	-\$ 115,191	\$ 4,995	-\$ 71,100	-\$ 178,698	\$ 107,597	
Net Income	-\$ 110,196	-\$ 115,191	\$ 4,995	-\$ 71,100	-\$ 178,698	\$ 107,597	
 Net Income with Endowment				 \$ 182,795			

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

	Oct. Budget vs Actual			Jan. - Oct. 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		7,147	-7,147	0	7,147	-7,147	7,147
4120 Other Grants	550	0	550	7,960	12,500	-4,540	12,500
4130 Fund Raising/Donations	83	250	-167	27,207	2,500	24,707	3,000
4140 Memorials/Honors	725	0	725	1,891	750	1,141	1,000
4150 Friends of the Library	25,000	0	25,000	49,000	25,000	24,000	47,000
4155 Annual Appeal	2,372	4,000	-1,628	50,672	27,000	23,672	65,000
4165 Corning Enterprises		0	0	50,750	25,750	25,000	25,750
4185 Matching Funds		1,000	-1,000	6,218	5,000	1,218	8,000
4190 Community Foundation		0	0	37,850	37,850	0	37,850
Total 4100 Grants/Donations	\$ 28,730	\$ 12,397	\$ 16,333	\$ 252,522	\$ 164,470	\$ 88,052	228,220
4300 Service Fees							
4310 Fees	995	850	145	9,274	8,300	974	10,000
4320 Copier Fees	532	400	132	4,134	4,000	134	5,000
Total 4300 Service Fees	\$ 1,527	\$ 1,250	\$ 277	\$ 13,409	\$ 12,300	\$ 1,109	15,000
4400 Other Revenue							
4401 HS Learning Center PR reimburse	1,155	650	505	8,287	6,350	1,937	7,650
Total 4400 Other Revenue	\$ 1,155	\$ 650	\$ 505	\$ 8,287	\$ 6,350	\$ 1,937	7,650
4500 Other Income							
4510 EDC cash transfer		0	0	5,512	22,493	-16,980	33,785
Total 4500 Other Income	\$ 0	\$ 0	\$ 0	\$ 5,512	\$ 22,493	\$ -16,980	33,785
Total Income	\$ 31,412	\$ 14,297	\$ 17,115	\$ 1,191,880	\$ 1,116,732	\$ 75,148	
Gross Profit	\$ 31,412	\$ 14,297	\$ 17,115	\$ 1,191,880	\$ 1,116,732	\$ 75,148	1,195,774
Endowment Draw				253,895			253,895
Operational Reserve							74,316
Capital Reserve							33,385
Total Income				1,445,775			1,557,370
Expenses							
5000 Payroll							
5010 Wages	62,762	61,182	1,580	633,046	673,001	-39,955	795,365
5020 Payroll Service	329	315	14	3,940	4,070	-130	4,700
Total 5000 Payroll	\$ 63,091	\$ 61,497	\$ 1,594	\$ 636,986	\$ 677,071	\$ -40,085	800,065
5100 Payroll Taxes, Benefits, & Ins.							
5110 Retirement	1,919	1,945	-26	19,533	21,360	-1,827	25,250
5112 Retirement Fees	2,482	0	2,482	4,901	4,000	901	8,000

2nd instlmt budgt 4 Nov.

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

	Oct. Budget vs Actual			Jan. - Oct. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
5120 FICA/Medicare	4,666	4,615	51	47,146	50,770	-3,624	60,000
5130 Insurance-Worker's Comp.	1,264	1,600	-336	5,410	6,400	-990	6,400
5140 Insurance-Disability	-48	0	-48	551	800	-249	800
5145 Paid Family Leave	-205	0	-205	669	1,000	-331	1,000
5150 Insurance-Medical Ins.	6,270	5,500	770	46,967	51,000	-4,033	62,000
5152 Insurance-Dental	-70	292	-362	3,028	2,916	112	3,500
5153 HSA	0	0	0	3,985	4,000	-15	4,000
5160 Insurance-Unemployment	670	615	55	2,680	2,460	220	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.	\$ 16,948	\$ 14,567	\$ 2,381	\$ 136,300	\$ 146,187	-\$ 9,887	174,891
6000 Facilities							
6020 Cleaning	2,413	2,500	-87	25,825	25,000	825	37,000
6030 Maintenance & Repair-Building	3,586	5,150	-1,564	30,453	22,000	8,453	44,385
6060 Utilities	3,323	4,200	-877	29,610	43,600	-13,990	52,000
6070 Maintenance Contracts	12,280	1,000	11,280	27,506	13,615	13,891	34,000
6080 Insurance - Library	4,756	4,500	256	18,572	18,000	572	18,000
6085 Insurance-Upstairs	2,200	2,000	200	8,583	9,000	-417	9,000
Total 6000 Facilities	\$ 28,557	\$ 19,350	\$ 9,207	\$ 140,549	\$ 131,215	\$ 9,334	194,385
7000 Library Materials/Services							
7010 Books	1,726	3,000	-1,274	30,601	30,500	101	36,000
7015 Memorial/Honor Books		0	0	1,180	500	680	1,000
7020 Periodicals		75	-75	4,145	4,700	-555	5,000
7030 Audio-visuals	412	300	112	4,186	2,700	1,486	5,000
7036 Digital Content	3,180	2,000	1,180	65,662	53,500	12,162	60,000
7040 Electronic Resources	1,171	1,500	-329	12,241	14,000	-1,759	14,000
7043 Computer Equipment	1,500	0	1,500	1,500	5,000	-3,500	5,000
7044 IT Contracts-Public Computers	2,409	2,250	159	22,951	22,500	451	27,000
7045 Public Internet	732	1,275	-543	7,018	10,725	-3,707	13,000
7046 Computer Software & Access.	117	1,500	-1,383	2,245	2,400	-155	2,500
7047 Copier Expense-Public	141	100	41	1,227	900	327	1,200
7050 Cost Share Fees		0	0	52,319	52,139	180	52,139
7070 Library Supplies	1,460	575	885	6,371	5,850	521	7,000
7075 Book Processing Fees	141	350	-209	1,908	4,050	-2,142	4,500
7080 Library Furnishings		0	0	0	2,500	-2,500	5,000
Total 7000 Library Materials/Services	\$ 12,989	\$ 12,925	\$ 64	\$ 213,554	\$ 211,964	\$ 1,590	238,339
7200 Library Programs							
7210 Children's Programs	1,195	150	1,045	6,111	7,120	-1,009	7,120
7215 Y/A Programs	833	500	333	6,473	6,500	-27	7,000
7220 Volunteer's		500	-500	113	625	-512	750

HVAC maint. Budgt 4 Nov.

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

	Oct. Budget vs Actual			Jan. - Oct. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
7225 Adult Programs	497	350	147	4,012	4,250	-238	5,250
7235 Coffee Tea & English	18	50	-32	369	600	-231	750
7240 Grant Programs	425	300	125	4,017	1,900	2,117	2,500
7241 Digital Literacy Program		300	-300	2,780	2,750	30	3,500
7242 Outreach Programs	1,052	300	752	2,698	2,900	-202	3,500
7275 Program Mileage Expense	84	75	9	588	600	-12	750
Total 7200 Library Programs	\$ 4,103	\$ 2,525	\$ 1,578	\$ 27,161	\$ 27,245	-\$ 84	31,120
8000 Administration & General							
8005 Advertising	27	200	-173	6,789	4,900	1,889	5,000
8010 Bank Fees	102	100	2	896	1,150	-255	1,350
8015 Collection Fees		60	-60	556	620	-64	750
8017 Dues/Memberships		50	-50	1,691	2,270	-579	2,500
8025 Insurance - Liability Director	1,491	1,700	-209	5,866	6,000	-134	6,000
8041 Computer Software & Access.	2,438	700	1,738	5,900	4,875	1,025	5,000
8043 Copier Expense-Office	487	400	87	4,301	4,400	-99	5,600
8046 Postage		0	0	875	790	85	1,000
8050 Professional-Audit/Actg		0	0	17,720	17,000	720	17,000
8062 IT Contracts	571	560	11	5,706	5,780	-74	7,000
8063 Computer Equipment		0	0	0	2,000	-2,000	2,000
8065 Professional-Legal	432	0	432	1,692	3,000	-1,308	5,000
8070 Supplies-Office	307	300	7	3,032	4,200	-1,168	5,000
8080 Telephone	194	210	-16	1,990	2,580	-590	3,000
8082 Internet		100	-100	270	300	-30	400
8083 Web Design/Maintenance	6,000	10,000	-4,000	15,580	10,250	5,330	10,250
8085 Training/Conferences		0	0	1,542	1,500	42	3,000
Total 8000 Administration & General	\$ 12,048	\$ 14,380	-\$ 2,332	\$ 74,405	\$ 71,615	\$ 2,790	79,850
8100 Other Expense							
8130 Miscellaneous	148	500	-352	8,253	3,900	4,353	5,000 video for vote/moving exp.
8195 Fund Raising		0	0	1,240	1,500	-260	1,500
8198 Scholarship		0	0	3,000	3,000	0	3,000
Total 8100 Other Expense	\$ 148	\$ 500	-\$ 352	\$ 12,492	\$ 8,400	\$ 4,092	9,500
8300 Capital							
8345 HVAC Loan	1,480	1,500	-20	14,801	15,000	-199	18,000
8347 EIDL Loan	2,244	2,244	0	6,732	6,732	0	11,220
Total 8300 Capital	\$ 3,724	\$ 3,744	-\$ 20	\$ 21,533	\$ 21,732	-\$ 199	29,220
Total Expenses	\$ 141,608	\$ 129,488	\$ 12,120	\$ 1,262,980	\$ 1,295,429	-\$ 32,449	1,557,370
Net Operating Income	-\$ 110,196	-\$ 115,191	\$ 4,995	-\$ 71,100	-\$ 178,698	\$ 107,597	
Net Income	-\$ 110,196	-\$ 115,191	\$ 4,995	-\$ 71,100	-\$ 178,698	\$ 107,597	

Net Income with Endowment

182,795

Southeast Steuben County Library Profit & Loss Budget Performance

October 2024

	Oct 24	Budget	Jan - Oct 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5100 Rental Income	4,300.61	4,300.61	43,006.10	43,006.10	51,607.32
Total Income	4,300.61	4,300.61	43,006.10	43,006.10	51,607.32
Gross Profit	4,300.61	4,300.61	43,006.10	43,006.10	51,607.32
Expense					
Administrative					
Insurance	0.00	0.00	2,200.21	6,000.00	8,000.00
Management Fee	1,200.00	1,200.00	12,000.00	12,000.00	14,400.00
Miscellaneous	4.83	25.00	76.01	250.00	300.00
Total Administrative	1,204.83	1,225.00	14,276.22	18,250.00	22,700.00
Custodial					
Contracted Services	0.00	0.00	1,812.00	4,011.00	7,350.00
Supplies	0.00	241.66	4,056.00	2,416.68	2,900.00
Total Custodial	0.00	241.66	5,868.00	6,427.68	10,250.00
Interest Expense	0.00	0.00	1,500.00	5,400.00	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	2,400.00	2,900.00
Emergency Equipment	181.91	150.00	6,485.19	6,680.00	6,980.00
General Repairs/Maint	137.00	667.00	4,886.69	6,666.00	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
Total Repairs and Maintenance	318.91	817.00	27,822.49	32,592.34	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	-229.77	0.00	-229.77	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	-312.83	0.00	-312.83	0.00	0.00
Total Utilities	-542.60	0.00	-542.60	0.00	0.00
Total Expense	981.14	2,283.66	56,154.63	69,470.02	89,376.34
Net Ordinary Income	3,319.47	2,016.95	-13,148.53	-26,463.92	-37,769.02
Net Income	3,319.47	2,016.95	-13,148.53	-26,463.92	-37,769.02

Southeast Steuben County Library

Balance Sheet

11/08/24

As of October 31, 2024

Accrual Basis

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	3,395.32
Total Checking/Savings	3,395.32
Accounts Receivable	
Accounts Receivable	12,135.80
Total Accounts Receivable	12,135.80
Total Current Assets	15,531.12
TOTAL ASSETS	<u>15,531.12</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,204.83
Total Accounts Payable	1,204.83
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	55,191.34
Total Liabilities	55,191.34
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-13,148.53
Total Equity	-39,660.22
TOTAL LIABILITIES & EQUITY	<u>15,531.12</u>

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
OCTOBER MONTHLY REPORT
PRESENTED THURSDAY NOVEMBER 21, 2024**

	OCT 2024	OCT 2023	YTD 2024	YTD 2023
Patrons	19,189	12,257	129,185	115,153
Children's program attendance	2,146	1,544	21,021	17,875
YA program attendance	157	54	1,337	1,122
Adult program attendance	485	298	3,490	3,227
Circulation	10,711	11,257	114,685	120,914
PC use	683	701	6,424	5,797
Digital Literacy	362	266	3,006	2,947
Wifi*	6,386	5,735	53,492	41,785
Creation Station	27	14	210	142
Digital circulation	6,374	5,632	54,371	45,681
Databases	537	394	3,601	5,248

Children's Department Stats for October 2024

In House

Storytime with Miss Sue (Sue)

5 programs

196 attendees

Miss Sue's Preschool Storytime (Sue)

5 programs

115 attendees

Crafty Corner (Angel)

5 programs

113 attendees

Science and Discovery Center-Balloon Cars (Sue with their staff)

1 program

46 attendees

Brick by Brick (Sue)

1 program

20 attendees

Book Character Pumpkin Decorating (Angel and Sue)

1 program

20 attendees

WSKG-Alma's Way (Sue and their staff)

1 program

5 attendees

Happy Tales (Angel)

1 program

23 attendees

MiniMaker (Angel)

1 program

18 attendees

Homeschool Families Library Skills (Sue)

1 program

6 attendees

Spooky Starry Night Painting (Angel and Sue)

1 program

42 attendees

Tween Time (Sue)

5 programs

31 attendees

Friday After School Movies (children's staff)

4 programs

47 attendees

Tween Afterschool Snack Making (Sue with volunteer)

2 programs

52 attendees

Kids Explore Homeschool Group-local elections and fire safety (Sue)

2 programs

112 attendees

Read for the Record (Sue)

1 program

12 attendees

Saturday Morning Movie (Sue set up, page movie)

1 program

12 attendees

Artsy Kids (Homeschool art class) (Angel)

4 programs

47 attendees

After hours Halloween Party (Sue)

1 cookie decorating

55 attendees

1 movie

50 attendees

Special Needs Class Field Trip storytime (Marissa)

1 program

13 attendees

Tweens After Hours-project and movie (Sue)

1 project

17 attendees

1 movie

18 attendees

Halloween Scavenger Hunt (children's staff)

1 program

115 attendees

Marissa's Outreach

Head Start at Gregg

2 programs

44 attendees

Ready, Set, Grow

3 programs

32 attendees

Special Needs Class at high school

1 program

9 attendees

Pauline's Outreach with Rotary

Severn Kindergarten and 1st grade

2 programs

117 attendees

Sue's Outreach

Care Fair at YMCA

1 program

64 attendees

Carder Kindergarten

2 programs

65 attendees

Corning Christian Academy

1 program

18 attendees

Lil' Rockwell (in partnership with The Rockwell Museum)

1 program

16 attendees

Once Upon a Time

1 program

24 attendees

Weekday Preschool

1 program

27 attendees

Gregg 1st, 2nd, Kindergarten

3 programs

86 attendees

Head Start at Carder

2 programs

36 attendees

Gregg 3rd, 4th, 5th grades book talks

2 programs

119 attendees

Kingsway Academy

1 program

34 attendees

Severn Kindergarten

1 program

49 attendees

Erwin Valley Kindergarten Pumpkin Patch

4 programs

76 attendees

Winfield Kindergarten

2 programs

36 attendees

PRC Halloween Parade in the park

1 program

109 attendees

Children's Department Totals

79 programs

2,146 attendees

End Notes

203 Reference Questions Answered

TEEN SERVICES OCT. 2024

ATLAS (At The Library After School)

Total Sessions:

5 synchronous, in-person

Total Attendees:

70 synchronous, in-person

GATLAS (Gay At The Library After School)

Total Sessions:

5 synchronous, in-person

Total Attendees:

53 synchronous, in-person

TAG (Teen Advisory Group)

Total Sessions:

1 synchronous, in-person

Total Attendees:

2 synchronous, in-person

Teen Dungeons & Dragons

Total Sessions:

1 synchronous, in-person

Total Attendees:

16 synchronous, in-person

Teen Dungeons & Dragons

Total Sessions:

3 synchronous, in-person

Total Attendees:

16 synchronous, in-person _____ Totals Total Sessions/Presentations: 15

Total Attendees/Views: 157

Teen Tones Webpage: 58 views Teen Instagram: 111 followers

YA Independant Activities October Library Scavanger Hunt: 4 entries Total Activities: 1 Total Participants: 4

Volunteer Program Report for October 2024

Statistics for October 2024

Total Number of Volunteers: 95 volunteers

Total Number of Hours: 408.5 hours

Average Hours/Volunteer: 4.3 hours/volunteer

OCTOBER 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	195	29	57
Com. Small	21	66	3	24

Com. Large	8	49	12	20
Com. Full	2	45	5	7
Totals	59	355	49	108

Items weeded 63

Items added 201

Collection total 134,426

Patron Registration 85

Fees \$ 393.50

Friends \$ 393.50

Reference questions ref /circ 1526 and children 203 = 1,729

Adult Services Report, October 2024

Services

There was a total of 685 **reference questions** answered at the reference desk and **841 reference questions** recorded at the circulation desk in October.

Total Reference Questions Recorded: 1526

Computer Usage In-House by Municipality

Campbell: 13

Caton: 7

Town of Corning: 16

City of Corning: 139

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

Hornby: 8

Lindley: 3

Other NY: 36

Out of State: 6

Adult Program Attendance: **485 people**

Number of Programs: **46 programs**

October 2024 Outreach Report

Books by Mail: 1 person at the Corning Center

Checked out: 3

Returned: 3

Books on Wheels: 3 people

Checked out: 9

Returned: 2

Total: 4 people

Checked out: 12

Returned: 5

Outreach events: 0 events

Heritage Quest Usage: 363 unique searches in October 2024

Library Speakers Consortium Author Talks

October 1 – 31, 2024

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Average NPS (1-10) (?)
8	3	838	840	843	0

Name	Event Date	Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Avg NPS (?)	Details
Maybe You Should Talk To Someone: Examining the Truths and Fictions we Tell Ourselves with Lori Gottlieb	2024-10-22	3	0	6	7	7	0	details
Liberating Latin American Genre Fiction: In Conversation with Bestselling Author Silvia Moreno-Garcia	2024-10-09	3	2	7	8	10	0	details
A Journey into the Hidden World of Tropical Bats with Scientists from the Smithsonian Tropical Research Institute	2024-10-02	4	1	14	14	15	0	details

Anxious Generation

10/28

60 people

Storymusing Book Reviews

Demon Copperhead by Barbara Kingsolver – **18 views**

Total blog views for October: **904 views**

Scrabble

Tuesdays at 1 pm

10/1: 6 people

10/8: 6 people

10/15: 6 people

10/22: 5 people

10/29: 5 people

Mah Jongg

Wednesdays at 1 pm

10/2: 15 people

10/9: 13 people

10/16: 16 people

10/23: 15 people

10/30: 11 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.

10/2: 14 people

10/9: 14 people

10/16: 15 people

10/23: 13 people

10/30: 13 people

Adult D&D Gaming Group

10/2: 10

10/4: 10

10/9: 9

10/11: 9

10/16: 10

10/18: 7

10/23: 8

10/25: 8

10/30: 6

Sticky Notes Thematic Book Club

4 people met to talk about books with the theme of *Spooky Reads*.

Makerspace Usage *from Kayla*

Makerspace Usage

12 independent uses

4 training sessions (2 Cricut, 1 Comb Binding, 1 3D Printing) 13 attendees

Tools Used:

7- 3D Printing

1- Cricut 1- Sewing

1- Color Print 1- Button Maker

1-General Use

Total Sessions: 14

14 -3D Print Requests, about 192 hours of print time

14 participants in collaborative puzzle activity

Crafting with Kimberly: October: Witch Hat Wreath 1 session

10/14/24 @ 5:30 pm

16 participants

Coloring with Teresa Telehany

4 sessions

19 participants

From Maryalice

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

29 people participated in the **5 in-person sessions** of the VOCABULARY class representing 5 countries (Morocco, Russia, Thailand, Taiwan, and Brazil). We practiced listening skills (History of Plastics), writing from simple dictation, described Hispanic art, reviewed parts of speech and body part expressions, the usage of believe vs belief, identified types of outdoor clothing (Oxford Picture Dictionary), and completed exercises from the language game Word Up.

27 people participated in the **5 in-person sessions** of the CONVERSATION group representing 6 countries (Russia, Brazil, Morocco, Thailand, Mexico, and Taiwan). We discussed CNN's This week in photos, travel stories, art in our lives, favorite things, and briefly touched on American politics.

32 people participated in the **5 virtual sessions** of the BOOK CLUB representing 9 countries (France, Russia, Morocco, Pakistan/Missouri, Taiwan, Mexico, Thailand, China, and Algeria/Texas) to discuss The Help by Kathryn Stockett. We read about 10 pages per week. Our conversations

include the language, conventions, and culture of the book as well as our own related experiences. For example, in the story, one of the main characters gets her first job, so we shared our experiences of our first jobs.

29 people met over **5 weekly Zoom sessions** in October 2024 to discuss poetry and pun-y book title-author combinations, an article about *Why mystery books are so satisfying*, background information about familiar authors (William Kent Krueger, Nora Roberts, Mark Pryor, Jenny Colgan), to do a quiz about last lines of famous books, and to talk about what we are currently reading.

Outreach

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

Digital Stats from Linda

Stats October 2024

Hoopla Stats

No. Patrons Who Borrowed Content	344
New Patron Accounts	28
No. Circulated Titles	1,389

Funds Spent in month	\$3,180.33
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**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
--------	------------

Oct-24	\$3,180.33
--------	------------

Total of Funds Spent 2024 Through End of Last Month	\$29,995.06
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Breakdown of Hoopla Circulated Items

Formats	Cost	Number of Format Checkouts
Audiobooks	\$2,144.70	792
Binge Passes	\$49.85	15
Comics	\$136.83	111
eBooks	\$469.50	256
Movies	\$215.96	104
Music	\$61.59	41
TV Shows	\$101.90	70
Total Cost	\$3,180.33	1389

Programs & Tech Apts

Book Club for Adults 7

Monthly Matinee 9

Tech Appointments 1

Blog Stats

Tech & Book Talk Views 425

Corning NY History Views 2,562

SSL Book Club for Adults Views 154

Mango Sessions 166

Overdrive

Overdrive Checkouts	3613
OWWL Checkouts	125
FLLS Checkouts	131
Magazines (formerly RB Digital)	1116

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	362
Basic Computer Help	217

Multimedia	72
Research Training	19
Workforce Development	10
Out of System Interlibrary Loan Requests	25
Tech Coaching Sessions	14 + 1 for Linda + 4 for Kayla = 19

Lynda / LinkedIn Learning

October log-ins	8
Total hours of content viewed	.6 (yes, less than 1)

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
Anxious Generation	Offsite	Live		60 people in 1 session
Crafting with Kimberly	Onsite	Live		16 people in 1 session
Crafting with Kimberly	Onsite	Recorded	Youtube	N/A
Crafting with Kimberly	Kits			N/A
Coloring with Teresa Telehany	Onsite	Live		19 people in 4 sessions
Scrabble Tuesdays	Onsite	Live		28 in 5 sessions
Mah Jongg Wednesdays	Onsite	Live		70 in 5 sessions
Corning Area	Onsite	Live		69 in 5 sessions

Writers Group Wednesdays				
Coffee Tea & English Conversation	Onsite	Live		27 people in 5 sessions
Coffee Tea & English Vocab	Onsite	Live		29 people in 5 sessions
Coffee Tea & English Book Club	Onsite	Live		32 people in 5 sessions
Volunteer & Staff	Virtual	Live	Zoom	29 people 5 in sessions
Adult Book Club	Onsite	Live		7 people in 1 session
October Monthly Matinee				9 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	4 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	9 people for 3 sessions
Adult D&D	Onsite	Live		77 people in 9 sessions
LSC video views				840

\$33,385 Transfer to Operational Account 2024

I, Jamie Curtis, hereby certify that I am the Secretary of the Southeast Steuben County Library, a New York education corporation with its principal office located at 300 Civic Center Plaza, Corning, New York; that at a meeting of the Board of Trustees duly called and held on November 21, 2024, at which a quorum was at all times present and voting, the following Resolution was duly adopted:

The Southeast Steuben County Library’s Board of Trustees, upon the recommendation of the SSCL Finance committee, approves the transfer of the following funds.

\$33,385.00 be transferred from the Operational Reserve account held at Corning Credit Union, Corning, NY. to the Operational Account held at Chemung Canal Trust Company, Corning NY. These funds will be used to cover planned 2024 Operational expenses.

WITNESS my hand as Secretary of the Corporation this November 21st, 2024

Jamie Curtis
Secretary

2025 Budget Projections									
			Jan-Aug 2024	2024 Budget	2025 Projections	Variance			
Income									
4000 Public Funds									
4005 Tax Levy			912,150	911,119	1,479,119	568,000			
Total 4000 Public Funds			912,150	911,119	1,479,119	568,000			
4100 Grants/Donations									
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)	7,610	12,500	3,000	(9,500)			
4130 Fund Raising/Donations			26,918	3,000	3,000	-			
4140 Memorials/Honors			856	1,000	1,000	-			
4150 Friends of the Library			24,000	47,000	47,000	-			
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			
Total 4100 Grants/Donations			196,296	228,220	216,020	(12,200)			
4300 Service Fees									
4310 Fees			7,147	10,000	10,000	-			
4320 Copier Fees			2,886	5,000	5,000	-			
Total 4300 Service Fees			10,034	15,000	15,000	-			
4400 Other Revenue									
4401 HS Learning Center PR reimburse			6,750	7,650	7,900	250	Budget increases to note:		
4405 STLS Job Share reimbursement					29,000	29,000	Bldg Exp. & lost revenue	78,276	
Total 4400 Other Revenue			6,750	7,650	36,900	29,250	Wages & Bene	42,064	
4500 Other Income									
4510 EDC cash transfer		ins. 9,550, HVAC Maint. (40% of total=9564), HVAC loan 7,200, Cleaning (604/mo=7248) Total=33,562	5,512	33,785		(33,785)	Patron Service	61,101	181,441
Total 4500 Other Income			5,512	33,785		(33,785)			
Total Income			1,130,741			-			
Gross Profit			1,130,741	1,195,774	1,747,039	551,265			
Endowment Draw			253,895	253,895					
Operational Reserve				74,316					
Capital Reserve				33,385					
			1,384,636	1,557,370	1,747,039	189,669			
Expenses									
5000 Payroll									
5010 Wages		1 Addl 30 hr. Lib. Assist. 25,740 + Total offset by STLS & HSLC reimb. 36,900 = 62,640 Net diff. 20,664	507,962	795,365	878,357	82,992			
5020 Payroll Service		170/PR fees=4,420, POP 350, YE 250	3,286	4,700	5,100	400			
Total 5000 Payroll			511,248	800,065	883,457	83,392			
5100 Payroll Taxes, Benefits,& Ins.									
5110 Retirement		4% for those participating	15,751	25,250	26,197	947			
5112 Retirement Fees		2,600/Qu	2,419	8,000	10,400	2,400			
5120 FICA/Medicare		.0765 x wages	37,848	60,000	66,429	6,429			
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.		Increase plus another individual subscriber	36,217	62,000	81,000	19,000			
5152 Insurance-Dental			3,168	3,500	3,000	(500)			

2025 Budget Projections					
		Jan-Aug 2024	2024 Budget	2025 Projections	Variance
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	780	40
5165 Employee Assist. Prog.		741	741	775	34
Total 5100 Payroll Taxes, Benefits,& Ins.		108,479	174,891	204,282	29,391
6000 Facilities					
6020 Cleaning	Greenstar 2,000/mo=24,000, Rugs 4,000	20,999	37,000	28,000	(9,000)
6025 Janitorial Supplies	New line item 60% of Sanico total Total bldg supplies were pd by ECD in past			2,790	2,790
6030 Maintenance & Repair-Building	Fire Inspection 300, P&J 25,000, move storage 3500, misc/unexpected repairs 7,500	23,375	44,385	36,300	(8,085)
6040 2nd Floor Maintenance	1,500/mo for YA area share Bldg maintenance			18,000	18,000
6060 Utilities	Casella 75/mo=900, EDC 3,600/mo=43,200	22,897	52,000	45,000	(7,000)
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 net difference 3,500	13,816	18,000	30,500	12,500
6085 Insurance-Upstairs	Moved to 6080	6,383	9,000		(9,000)
Total 6000 Facilities		102,695	194,385	187,590	(6,795)
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	12,500	(1,500)
7043 Computer Equipment	ARC Grant 50% match for conf. room (total 42,100), computer rotation(7100) STLS offering Mango-4,070	-	5,000	28,150	23,150
7044 IT Contracts-Public Computers	2,282.40/mo. x 10%= 2510 x 12=30,127	18,259	27,000	30,125	3,125
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), Web Domains 1,000	2,128	2,500	10,500	8,000
7047 Copier Expense-Public		950	1,200	1,800	600
7050 Cost Share Fees	set fee	52,319	52,139	53,365	1,226
7070 Library Supplies	includes frames & storage materials, 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
Total 7000 Library Materials/Services		188,656	238,339	298,440	60,101
7200 Library Programs					
7210 Children's Programs		4,900	7,120	7,120	-
7215 Y/A Programs		5,323	7,000	7,000	-
7220 Volunteer's		113	750	750	-
7225 Adult Programs	added 500 for additional snacks for movies, book club, D&D	3,124	5,250	5,750	500
7235 Coffee Tea & English		298	750	750	-
7240 Grant Programs		3,292	2,500	2,500	-
7241 Digital Literacy Program		2,124	3,500	3,500	-
7242 Outreach Programs	additional 500 for local history programs	1,496	3,500	4,000	500
7275 Program Mileage Expense		418	750	750	-
Total 7200 Library Programs		21,088	31,120	32,120	1,000
8000 Administration & General					
8005 Advertising	moly meeting announcement, Facebook,	6,763	5,000	5,000	-
8010 Bank Fees	Jamex 35/mo=420, credit card reader fee 9/mo=108, merch serv. 25/mo=300, DP/PayPal fees	733	1,350	1,350	-
8015 Collection Fees	Unique Mgmt fees 60 avg/mo	484	750	750	-
8017 Dues/Memberships	Chamber 450, Rotary 370, Arts 300, ALA 525, Amazon 180, Sams 55, NYLA 600	1,691	2,500	2,500	-
8025 Insurance - Liability Director		4,375	6,000	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	5,000	7,500	2,500
8043 Copier Expense-Office		3,385	5,600	5,700	100

2025 Budget Projections									
			Jan-Aug 2024	2024 Budget	2025 Projections	Variance			
8046 Postage			660	1,000	1,200	200			
8048 Equipment Lease	Returning line item	\$8.59/mo Clover=103.08, \$75/mo Culliagan= 900, 33.90/qu postage meter			1,200	1,200			
8050 Professional-Audit/Actg		\$16,800 MMB, Insero 3,200 (20 hrs.@ \$160)	17,720	17,000	20,000	3,000			
8062 IT Contracts		570.60/mo x 10% =627 x 12=7,524	4,565	7,000	7,500	500			
8063 Computer Equipment		Carol laptop (1559.90) computer rotation (5108)	-	2,000	7,000	5,000			
8065 Professional-Legal			1,260	5,000	5,000	-			
8070 Supplies-Office			2,227	5,000	5,000	-			
8080 Telephone		STLS \$72/mo=864	1,604	3,000	1,000	(2,000)			
8082 Internet		90/Qu=360	180	400	400	-			
8083 Web Design/Maintenance		2,500/yr. web plug-ins, \$500 (5hrs.@\$100/hr) Maintenance	9,200	10,250	3,000	(7,250)			
8085 Training/Conferences		Homeless 800, NYLA 2500, CPR 250	1,505	3,000	3,550	550			
8086 Continuing Education	Returning line item	MLS @ BU (\$565/credit hour)= \$1695/class + supplies			2,000	2,000			
Total 8000 Administration & General			59,790	79,850	86,150	6,300			
8100 Other Expense									
8130 Miscellaneous		staff parking during construction	6,995	5,000	5,072	72			
8195 Fund Raising			680	1,500	2,000	500			
8198 Scholarship		2/1,500 scholarships	3,000	3,000	3,000	-			
Total 8100 Other Expense			10,675	9,500	10,072	572			
8300 Capital									
8345 HVAC Loan		1,480.14/mo=17,761.68	11,841	18,000	18,000	-			
8347 EIDL Loan		whole yr payments 2,244/mo=26,928	2,244	11,220	26,928	15,708			
Total 8300 Capital			14,085	29,220	44,928	15,708			
Total Expenses			1,016,718	1,557,370	1,747,039	189,669			
Net Operating Income			114,023		0				
Net Income			367,918						

**SOUTHEAST STEUBEN COUNTY LIBRARY
BUILDING OPERATING BUDGET**

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

Appendix 1: Patron Code of Conduct Policy Addition

Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Southeast Steuben County Library to maintain a healthy and clean environment for all Library users and to protect Library collections, equipment, and property. To fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where *borrowing of materials* may be suspended include, but are not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials [e.g. roaches, silverfish, bed bugs, etc.] or other *hazardous substances

*For issues with potential hazardous substances please refer to the SSCL Disaster Plan under Phone Threat, Mail Threat, Suspicious Object and Hazardous Substance

Examples of situations where *access to Library facilities* may be suspended include, but are not limited to:

- Patron, or patron possessions, with fleas, lice, or bed bugs.
- Patrons or patron possessions that are stained with urine, feces or other bodily fluids or other hazardous substances.

Should it become necessary to suspend Library privileges of a user in order to protect Library collections, facilities or other users, notification of the suspension will be made by the Director, or, in their absence, a designated library staff member.