

## **Agenda**

Southeast Steuben County Library  
Board of Trustees Meeting  
**Presented December 19, 4:30 p.m. - 5:30 p.m.**  
Location: Southeast Steuben County Library  
Conference Room

4:30 pm Call to Order

1. Establish a Quorum
2. Accept Agenda
3. Public Comment
4. Conflict of Interest Forms (Barb/Lori)
5. Consent Agenda (Barb) - Vote
  - Nov. minutes
  - Nov. financials
6. Director's report (Pauline)
7. Finance (Jeff)
  - A. Endowment Policy Revision discussion (Jeff)
  - B. Endowment Draw Resolution 2025 (Jeff) –Vote
  - C. Revised Project Manager Contract (Barb) -Vote
8. New Board Member Nomination (Barb) – Vote
9. Slate of Officers for 2025 (Barb) – Vote
  
10. **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)
  
11. Thank you to our outgoing board members – Kate, Barry, and Gail

ADJOURN

**NEXT BOARD MEETING: Jan. 16th 4:30-5:30 PM, Conference Room**

**SOUTHEAST STEUBEN COUNTY LIBRARY  
CONFLICT OF INTEREST  
ANNUAL STATEMENT**

This disclosure is provided in order to assist the officers and Board of Trustees (the “Board”) of the Southeast Steuben County Library (the “Library”) in developing and adhering to a policy that seeks to identify any conflicts of interest by directors, officers, and members of Board-delegated committees.

**1. Familiarity with Conflict of Interest Policy**

I hereby affirm that I have received a copy of the Library’s Conflict of Interest Policy (the “Policy”), have read and understand the Policy, agree to comply with the Policy, and understand that the policy applies to all directors, officers, and members of committees having Board-delegated powers. I further understand that the Library is a not-for-profit corporation that must engage primarily in activities that accomplish one or more tax-exempt purposes in order to maintain its tax-exempt status.

YES \_\_\_ NO \_\_\_

**2. Possible Conflicts of Interest**

I hereby affirm that I have listed below any affiliations, interests, or transactions involving myself (or my spouse, parents, children, brothers, sisters and spouses of these individuals or any organization in which I or a member of my family is a director, officer, member, partner or owns more than 10% of any class of securities (an “Associate”)), which, when considered in conjunction with my position with or relation to the Library, may reflect an actual or possible Conflict of Interest (as defined in the Policy). I hereby agree to report to the Board any further such situation that may develop before completion of my next disclosure form.

YES \_\_\_ NO \_\_\_

- a. During the last twelve months, have you or your Associates held the position of employee, director, trustee, member, officer, partner, owner, advisor, consultant or similar position with any organization or individual which transacts or is likely to transact business with the Library? If yes, please list below.

YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- b. During the last twelve months, have you or your Associates engaged in any activities that may involve multiple, potentially overlapping interests due to your service in a public office, either elected or appointed, or on other boards or committees, or as a consultant to others, where such activities involve matters regarding the Library? If yes, please list below.

YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. During the last twelve months, have you or your Associates accepted gifts, money, or valuable items of any kind from any organization or individual which transacts or is likely to transact business with the Library? If yes, please list below.

YES \_\_\_ NO \_\_\_

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- d. After considering your personal situation, have you or your Associates, during the last twelve months, engaged in any other activities where your duties to the Library might be compromised by a competing interest that could possibly be regarded as constituting a Conflict of Interest? If yes, please list below.

YES \_\_\_ NO \_\_\_

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### 3. Independent Director Status

I hereby affirm that I have listed below any affiliations, interests, or transactions involving myself or my Associates, which, when considered in conjunction with my position with or relation to the Library, may affect my status as an independent Trustee. I hereby agree to report to the Board any further such situation that may develop before completion of my next disclosure form.

YES \_\_\_ NO \_\_\_

- a. During the last three years, have you or your Associates been an employee of the Library? If yes, please list below.

YES \_\_\_ NO \_\_\_

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- b. During the last three years, have you or your Associates received more than \$10,000 in direct compensation from the Library? If yes, please list below. Do not list instances of reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee.

YES \_\_\_ NO \_\_\_

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- c. Are you or your Associates a current employee of or have a substantial financial interest in any entity that has made payments to, or received payments from, the Library for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of \$25,000 or 2% of the Library's consolidated gross revenues? If yes, please list below. Do not include charitable contributions.

YES \_\_\_ NO \_\_\_

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I certify that the foregoing information is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Agenda

Southeast Steuben County Library

Board of Trustees Meeting

**Presented November 21, 2024, 4:30 p.m. - 5:30 p.m.**

Location: Southeast Steuben County Library

Conference Room

### Trustees Attending:

President: Barbara A. McLean

Vice President: Lyndsie M. Guy

Secretary: Jamie Curtis

Treasurer: Jeffery Scott

Kathryn C. Mack

Barry W. Nicholson

Nogaye Ka-Tandia \*

Svetlana Short \*

Harry A. Merritt

Kate Paterson

Louise Richardson

Gail Bardhan\*

Julie E. Fromer

### Absent:

### Guests:

Pauline Emery, Library Director

Carol Lynn Lockhart, Assistant Director

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\* Attended by Zoom

**Call to Order:**

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

Changes to how the agenda will be recorded using current best practices from the recent NYLA conference.

The trustees voted to approve the agenda changes to reflect the current best practices. Barry moved to accept the changes, Lyndsie seconded the motion, and the motion was approved.

**Established A Quorum:** Quorum was established.

**Public Comment:**

There was no public comment.

**Consent Agenda:**

Kathy moved to accept the amended Consent Agenda, which Jamie seconded. All in favor or opposed were called. The motion passed unanimously.

**Director's Report:**

- October 2024 Programming was up overall compared to October 2023.

	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

- Election Polling was a great success. Attendance during Early Voting and Election Day was high.

- Library closings for November
  - Thanksgiving – Thursday November 28
  - Fall Cleaning – Friday and Saturday, November 29 and 30<sup>th</sup>
- FLX Gives – November 14<sup>th</sup> and 15<sup>th</sup>
  - Raised \$10,320 in donations and came in fifth overall.
    - The Video was terrific and got great reviews.
    - The library ran the video on a loop in front of the building, with a QR code for people to donate.
    - Many FLX donors were new and are now being added to Donor Perfect
  - Tailgate – The Tailgate was well attended. Food, music, and fun were provided.
- Community Read – The Anxious Generation.
  - December 3<sup>rd</sup>, January 28<sup>th</sup>, and February 25<sup>th</sup> from 5:30 to 6:30 at the Corning-Painted Post High School Cafeteria.
  - There will also be a Middle School Community Read in January with many of the area schools. The library partnered with ASMS and Corning Inc. on this project.
- The Public's School Exhibit by Chris Walters at the library.
  - Exhibit Dates – November 4<sup>th</sup> thru December 28<sup>th</sup>.
  - A reception was held on Thursday, November 7<sup>th</sup>, from 5-7 p.m.
- Lindia Reimer has been working on a local history wall. It is just starting to go up now, and more information will be provided shortly.
- More amazing Programming.
  - Teen Robotics Club – Fridays, November 8<sup>th</sup> and December 6<sup>th</sup>, from 5:30 to 7:00 p.m.
  - A Talk by Dr. Edward Mainzer based on his book, *Architecture Patronage, Historic Preservation, and Urban Renewal in Corning, NY, 1950-2000*, which was held in the Community Room on Wednesday, November 13<sup>th</sup>, from 6 to 7 p.m., followed by a Q&A.

- TAG (Teen Advisory Group) met on Thursday, November 14th, from 5 to 7 p.m. to plan teen programming.
- Children’s Grief Awareness Day—Senator Tom O’Mara’s office issued a proclamation in the library declaring November 21st as Children's Grief Awareness Day, coinciding with Children’s Grief Awareness Week (November 18th through the 22nd).
- The Great Give Back – October 1<sup>st</sup> to November 2<sup>nd</sup>
  - Donations were accepted in the library to benefit the Nonnie Hood Parent Resource Center. The community graciously donated various items to help the PRC with its mission.
  - Barb and Pauline presented on a panel at NYLA on “Activating Trustees to Feel More like Leaders.”

**Finance: (Jeff)**

- Fischer Investments Group – Gave a proposal on recalibrating the investment on the endowment.
- Budget—The expenses were under budget, and the income was over budget. The Finance committee recommended the budget.
- Discussed Capital reserves for 2025.
- Operational Reserve Transfer Resolution - \$33,385 up for vote. Call for a vote. Unanimously accepted. The resolution was approved.

**Resolution:**

## **\$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 21<sup>st</sup>, 2024

*Jamie Curtis*

November 21, 2024

Jamie Curtis  
Secretary

- 2025 Operations budget and Building budget – Discussed a draft presented to the Trustees.
- Voting was on both recommended 2025 financial budgets. A vote was called for. The vote was passed unanimously. Both budgets were approved.



## Committee Updates

- Facilities –
  - Will meet with Hunt on December 3rd to discuss the parking lot and generator project. A facilities meeting will be established to review the plans and the timeline.
  
- PR/Advocacy –
  - The website design is coming along; the committee met with the designer and reviewed his draft. Selected staff will be trained on how to post on the site.
  
- Fund Development –
  - We received \$ 10,000+ for FLX, \$4,000 of that was a match for the Friends of the Library
  - The 2024 Appeal Letter has gone out.
  
- Nominating –
  - The committee met and received an application. They will meet again to discuss recruitment.
  
- Policy/Personnel –
  - Suspension of Privileges for Health and Safety Reasons was expanded on the Patron Code of Conduct Policy to include pests and hazardous substances.
    - A vote was called to accept the changes to the policy. The vote was unanimously approved.

### 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 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.

- Scholarship –
  - No report
- Friends of the Library –
  - The Friends have holiday book bundles out for sale.
  - You can request specific bundles be made.
  - Postcards to be handed out at Sparkle on December 7th. The postcards listed the Spring and Fall Book sales for 2025, and the Books Sandwiched in a schedule.
  - The Friends have passed their 2025 budget.
- Strategic Planning –
  - Draft goal-setting stage.

**Other business:** None

**Adjournment:**

President McLean adjourned the meeting at 5:30.

The next regular meeting of the Library Board of Trustees is scheduled for December 19<sup>th</sup> at 4:30 p.m. in the Library Conference Room.

**Account Balances: Checking, Savings, Investments & Loans**  
**As of 11/30/2024**

<b>BANK ACCOUNTS</b>	
<b>FINANCIAL INSTITUTION:</b>	<b>AMOUNT</b>
CHEMUNG CANAL TRUST COMPANY:	\$ 103,465
CORNING CREDIT UNION: Operational Reserve	\$ 85,277
COMMUNITY BANK:	
- Capital Reserve :	\$ 88,194
- Construction Grant Funds:	
<b>TOTAL BANK BALANCE</b>	<b>\$ 276,937</b>

<b>INVESTMENTS</b>		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$ 3,283,555	\$ 3,410,862
CHARLES SCHWAB (ENDOWMENT)	\$ 3,604,627	\$ 3,752,134
<b>INVESTMENT TOTAL</b>		<b>\$ 7,162,995</b>

<b>TOTAL ALL ACCOUNTS</b>	<b>\$ 7,439,932</b>
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<b>LOANS</b>	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 211,014
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 528,997
<b>TOTAL LOANS OUTSTANDING</b>	<b>\$ 740,011</b>

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

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

	November Budget vs Actual			Jan-Nov Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>Income</b>							
<b>4000 Public Funds</b>		0	0	912,150	911,119	1,031	911,119
<b>4100 Grants/Donations</b>	31,455	26,250	5,205	283,977	190,720	93,257	228,220
<b>4300 Service Fees</b>	1,917	1,350	567	15,325	13,650	1,675	15,000
<b>4400 Other Revenue</b>	450	650	-200	8,737	7,000	1,737	7,650
<b>4500 Other Income</b>		0	0	5,512	22,493	-16,980	33,785
<b>Total Income</b>	<b>\$ 33,822</b>	<b>\$ 28,250</b>	<b>\$ 5,572</b>	<b>\$ 1,225,701</b>	<b>\$ 1,144,982</b>	<b>\$ 80,720</b>	
<b>Gross Profit</b>	<b>\$ 33,822</b>	<b>\$ 28,250</b>	<b>\$ 5,572</b>	<b>\$ 1,225,701</b>	<b>\$ 1,144,982</b>	<b>\$ 80,720</b>	1,195,774
<b>Endowment Draw</b>				<b>\$ 253,895</b>			253,895
<b>Operational Reserve</b>				<b>33,385</b>			74,316
<b>Capital Reserve</b>							33,385
<b>Total Income</b>				<b>\$ 1,512,981</b>			1,557,370
<b>Expenses</b>							
<b>5000 Payroll</b>	64,023	61,497	2,526	701,009	738,568	-37,559	800,065
<b>5100 Payroll Taxes, Benefits,&amp; Ins.</b>	11,653	14,352	-2,699	147,953	160,539	-12,586	174,891
<b>6000 Facilities</b>	5,763	21,085	-15,322	146,311	152,300	-5,989	194,385
<b>7000 Library Materials/Services</b>	8,317	9,425	-1,108	221,872	221,389	483	238,339
<b>7200 Library Programs</b>	914	2,350	-1,436	28,074	29,595	-1,521	31,120
<b>8000 Administration &amp; General</b>	2,602	2,660	-58	77,007	74,275	2,732	79,850
<b>8100 Other Expense</b>	745	800	-55	13,237	9,200	4,037	9,500
<b>8300 Capital</b>	3,724	3,744	-20	25,258	25,476	-218	29,220
<b>Total Expenses</b>	<b>\$ 97,741</b>	<b>\$ 115,913</b>	<b>-\$ 18,172</b>	<b>\$ 1,360,720</b>	<b>\$ 1,411,342</b>	<b>-\$ 50,622</b>	1,557,370
<b>Net Operating Income</b>	<b>-\$ 63,919</b>	<b>-\$ 87,663</b>	<b>\$ 23,744</b>	<b>-\$ 135,019</b>	<b>-\$ 266,361</b>	<b>\$ 131,341</b>	
<b>Net Income</b>	<b>-\$ 63,919</b>	<b>-\$ 87,663</b>	<b>\$ 23,744</b>	<b>-\$ 135,019</b>	<b>-\$ 266,361</b>	<b>\$ 131,341</b>	
 <b>Net Income with Endowment</b>				 <b>\$ 152,261</b>			

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

	Nov Budget vs Actual			Jan. - Nov. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>Income</b>							
<b>4000 Public Funds</b>							
4005 Tax Levy		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>							
4110 County Grants		0	0	20,973	20,973	0	20,973
4111 NYS Grants	10,536	0	10,536	10,536	7,147	3,389	7,147
4120 Other Grants		0	0	7,960	12,500	-4,540	12,500
4130 Fund Raising/Donations	254	250	4	27,461	2,750	24,711	3,000
4140 Memorials/Honors		0	0	1,891	750	1,141	1,000
4150 Friends of the Library		22,000	-22,000	49,000	47,000	2,000	47,000
4155 Annual Appeal	20,215	3,000	17,215	70,887	30,000	40,887	65,000
4165 Corning Enterprises		0	0	50,750	25,750	25,000	25,750
4185 Matching Funds	450	1,000	-550	6,668	6,000	668	8,000
4190 Community Foundation		0	0	37,850	37,850	0	37,850
<b>Total 4100 Grants/Donations</b>	<b>\$ 31,455</b>	<b>\$ 26,250</b>	<b>\$ 5,205</b>	<b>\$ 283,977</b>	<b>\$ 190,720</b>	<b>\$ 93,257</b>	228,220
<b>4300 Service Fees</b>							
4310 Fees	1,248	850	398	10,523	9,150	1,373	10,000
4320 Copier Fees	668	500	168	4,803	4,500	303	5,000
<b>Total 4300 Service Fees</b>	<b>\$ 1,917</b>	<b>\$ 1,350</b>	<b>\$ 567</b>	<b>\$ 15,325</b>	<b>\$ 13,650</b>	<b>\$ 1,675</b>	15,000
<b>4400 Other Revenue</b>							
4401 HS Learning Center PR reimburse	450	650	-200	8,737	7,000	1,737	7,650
<b>Total 4400 Other Revenue</b>	<b>\$ 450</b>	<b>\$ 650</b>	<b>-\$ 200</b>	<b>\$ 8,737</b>	<b>\$ 7,000</b>	<b>\$ 1,737</b>	7,650
<b>4500 Other Income</b>							
4510 EDC cash transfer		0	0	5,512	22,493	-16,980	33,785
<b>Total 4500 Other Income</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,512</b>	<b>\$ 22,493</b>	<b>-\$ 16,980</b>	33,785
<b>Total Income</b>	<b>\$ 33,822</b>	<b>\$ 28,250</b>	<b>\$ 5,572</b>	<b>\$ 1,225,701</b>	<b>\$ 1,144,982</b>	<b>\$ 80,720</b>	
<b>Gross Profit</b>	<b>\$ 33,822</b>	<b>\$ 28,250</b>	<b>\$ 5,572</b>	<b>\$ 1,225,701</b>	<b>\$ 1,144,982</b>	<b>\$ 80,720</b>	1,195,774
<b>Endowment Draw</b>				<b>253,895</b>			253,895
<b>Operational Reserve</b>				<b>33,385</b>			74,316
<b>Capital Reserve</b>							33,385
<b>Total Income</b>				<b>\$ 1,512,981</b>			1,557,370

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

	Nov Budget vs Actual			Jan. - Nov. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>Expenses</b>							
<b>5000 Payroll</b>							
5010 Wages	63,538	61,182	2,356	696,584	734,183	-37,599	795,365
5020 Payroll Service	485	315	170	4,425	4,385	40	4,700
<b>Total 5000 Payroll</b>	<b>\$ 64,023</b>	<b>\$ 61,497</b>	<b>\$ 2,526</b>	<b>\$ 701,009</b>	<b>\$ 738,568</b>	<b>-\$ 37,559</b>	<b>800,065</b>
<b>5100 Payroll Taxes, Benefits, &amp; Ins.</b>							
5110 Retirement	1,875	1,945	-70	21,408	23,305	-1,897	25,250
5112 Retirement Fees		2,000	-2,000	4,901	6,000	-1,099	8,000
5120 FICA/Medicare	4,725	4,615	110	51,871	55,385	-3,514	60,000
5130 Insurance-Worker's Comp.		0	0	5,410	6,400	-990	6,400
5140 Insurance-Disability	-48	0	-48	503	800	-297	800
5145 Paid Family Leave	-204	0	-204	465	1,000	-535	1,000
5150 Insurance-Medical Ins.	5,375	5,500	-125	52,342	56,500	-4,158	62,000
5152 Insurance-Dental	-70	292	-362	2,958	3,208	-250	3,500
5153 HSA	0	0	0	3,985	4,000	-15	4,000
5160 Insurance-Unemployment		0	0	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
<b>Total 5100 Payroll Taxes, Benefits, &amp; Ins.</b>	<b>\$ 11,653</b>	<b>\$ 14,352</b>	<b>-\$ 2,699</b>	<b>\$ 147,953</b>	<b>\$ 160,539</b>	<b>-\$ 12,586</b>	<b>174,891</b>
<b>6000 Facilities</b>							
6020 Cleaning	2,413	4,500	-2,087	28,238	29,500	-1,262	37,000
6030 Maintenance & Repair-Building	15	1,000	-985	30,468	23,000	7,468	44,385
6060 Utilities	3,335	4,200	-865	32,945	47,800	-14,855	52,000
6070 Maintenance Contracts		11,385	-11,385	27,506	25,000	2,506	34,000
6080 Insurance - Library		0	0	18,572	18,000	572	18,000
6085 Insurance-Upstairs		0	0	8,583	9,000	-417	9,000
<b>Total 6000 Facilities</b>	<b>\$ 5,763</b>	<b>\$ 21,085</b>	<b>-\$ 15,322</b>	<b>\$ 146,311</b>	<b>\$ 152,300</b>	<b>-\$ 5,989</b>	<b>194,385</b>

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

	Nov Budget vs Actual			Jan. - Nov. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>7000 Library Materials/Services</b>							
7010 Books	526	3,000	-2,474	31,127	33,500	-2,373	36,000
7015 Memorial/Honor Books		150	-150	1,180	650	530	1,000
7020 Periodicals		0	0	4,145	4,700	-555	5,000
7030 Audio-visuals	44	0	44	4,230	2,700	1,530	5,000
7036 Digital Content	3,180	2,000	1,180	68,842	55,500	13,342	60,000
7040 Electronic Resources	1,320	0	1,320	13,561	14,000	-439	14,000
7043 Computer Equipment		0	0	1,500	5,000	-3,500	5,000
7044 IT Contracts-Public Computers	2,282	2,250	32	25,233	24,750	483	27,000
7045 Public Internet	659	1,000	-341	7,677	11,725	-4,048	13,000
7046 Computer Software & Access.		0	0	2,245	2,400	-155	2,500
7047 Copier Expense-Public	143	100	43	1,370	1,000	370	1,200
7050 Cost Share Fees		0	0	52,319	52,139	180	52,139
7070 Library Supplies	143	575	-432	6,515	6,425	90	7,000
7075 Book Processing Fees	20	350	-330	1,927	4,400	-2,473	4,500
7080 Library Furnishings		0	0	0	2,500	-2,500	5,000
<b>Total 7000 Library Materials/Services</b>	<b>\$ 8,317</b>	<b>\$ 9,425</b>	<b>-\$ 1,108</b>	<b>\$ 221,872</b>	<b>\$ 221,389</b>	<b>\$ 483</b>	<b>238,339</b>
<b>7200 Library Programs</b>							
7210 Children's Programs	234	0	234	6,344	7,120	-776	7,120
7215 Y/A Programs	5	250	-245	6,478	6,750	-272	7,000
7220 Volunteer's	244	75	169	357	700	-343	750
7225 Adult Programs	212	500	-288	4,225	4,750	-526	5,250
7235 Coffee Tea & English		50	-50	369	650	-281	750
7240 Grant Programs		500	-500	4,017	2,400	1,617	2,500
7241 Digital Literacy Program		600	-600	2,780	3,350	-570	3,500
7242 Outreach Programs	219	300	-81	2,917	3,200	-283	3,500
7275 Program Mileage Expense		75	-75	588	675	-87	750
<b>Total 7200 Library Programs</b>	<b>\$ 914</b>	<b>\$ 2,350</b>	<b>-\$ 1,436</b>	<b>\$ 28,074</b>	<b>\$ 29,595</b>	<b>-\$ 1,521</b>	<b>31,120</b>

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

	Nov Budget vs Actual			Jan. - Nov. Budget vs Actual			
	Actual	Budget	over Budget	Actual	Budget	over Budget	2024 Budget
<b>8000 Administration &amp; General</b>							
8005 Advertising	50	50	0	6,839	4,950	1,889	5,000
8010 Bank Fees	138	100	38	1,033	1,250	-217	1,350
8015 Collection Fees	10	60	-50	567	680	-114	750
8017 Dues/Memberships	179	50	129	1,870	2,320	-450	2,500
8025 Insurance - Liability Director		0	0	5,866	6,000	-134	6,000
8041 Computer Software & Access.	22	25	-3	5,921	4,900	1,021	5,000
8043 Copier Expense-Office	535	400	135	4,836	4,800	36	5,600
8046 Postage	47	0	47	921	790	131	1,000
8050 Professional-Audit/Actg		0	0	17,720	17,000	720	17,000
8062 IT Contracts	571	565	6	6,277	6,345	-68	7,000
8063 Computer Equipment		0	0	0	2,000	-2,000	2,000
8065 Professional-Legal		1,000	-1,000	1,692	4,000	-2,308	5,000
8070 Supplies-Office	617	200	417	3,649	4,400	-751	5,000
8080 Telephone	194	210	-16	2,184	2,790	-606	3,000
8082 Internet		0	0	270	300	-30	400
8083 Web Design/Maintenance	40	0	40	15,620	10,250	5,370	10,250
8085 Training/Conferences	200	0	200	1,742	1,500	242	3,000
<b>Total 8000 Administration &amp; General</b>	<b>\$ 2,602</b>	<b>\$ 2,660</b>	<b>-\$ 58</b>	<b>\$ 77,007</b>	<b>\$ 74,275</b>	<b>\$ 2,732</b>	79,850
<b>8100 Other Expense</b>							
8130 Miscellaneous	545	800	-255	8,798	4,700	4,098	5,000
8195 Fund Raising	200	0	200	1,440	1,500	-60	1,500
8198 Scholarship		0	0	3,000	3,000	0	3,000
<b>Total 8100 Other Expense</b>	<b>\$ 745</b>	<b>\$ 800</b>	<b>-\$ 55</b>	<b>\$ 13,237</b>	<b>\$ 9,200</b>	<b>\$ 4,037</b>	9,500
<b>8300 Capital</b>							
8345 HVAC Loan	1,480	1,500	-20	16,282	16,500	-218	18,000
8347 EIDL Loan	2,244	2,244	0	8,976	8,976	0	11,220
<b>Total 8300 Capital</b>	<b>\$ 3,724</b>	<b>\$ 3,744</b>	<b>-\$ 20</b>	<b>\$ 25,258</b>	<b>\$ 25,476</b>	<b>-\$ 218</b>	29,220
<b>Total Expenses</b>	<b>\$ 97,741</b>	<b>\$ 115,913</b>	<b>-\$ 18,172</b>	<b>\$ 1,360,720</b>	<b>\$ 1,411,342</b>	<b>-\$ 50,622</b>	1,557,370
<b>Net Operating Income</b>	<b>-\$ 63,919</b>	<b>-\$ 87,663</b>	<b>\$ 23,744</b>	<b>-\$ 135,019</b>	<b>-\$ 266,361</b>	<b>\$ 131,341</b>	
<b>Net Income</b>	<b>-\$ 63,919</b>	<b>-\$ 87,663</b>	<b>\$ 23,744</b>	<b>-\$ 135,019</b>	<b>-\$ 266,361</b>	<b>\$ 131,341</b>	
<b>Net Income with Endowment</b>				<b>\$ 152,261</b>			



## Southeast Steuben County Library Profit & Loss Budget Performance

November 2024

	Nov 24	Budget	Jan - Nov 24	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
Income					
5100 Rental Income	4,300.61	4,300.61	47,306.71	47,306.71	51,607.32
<b>Total Income</b>	4,300.61	4,300.61	47,306.71	47,306.71	51,607.32
<b>Gross Profit</b>	4,300.61	4,300.61	47,306.71	47,306.71	51,607.32
<b>Expense</b>					
Administrative					
Insurance	0.00	0.00	2,200.21	6,000.00	8,000.00
Management Fee	1,200.00	1,200.00	13,200.00	13,200.00	14,400.00
Miscellaneous	8.33	25.00	314.13	275.00	300.00
<b>Total Administrative</b>	1,208.33	1,225.00	15,714.34	19,475.00	22,700.00
Custodial					
Contracted Services	0.00	2,002.00	1,812.00	6,013.00	7,350.00
Supplies	146.12	241.66	4,202.12	2,658.34	2,900.00
<b>Total Custodial</b>	146.12	2,243.66	6,014.12	8,671.34	10,250.00
Interest Expense					
Repairs and Maintenance	0.00	0.00	1,500.00	5,400.00	7,200.00
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	184.55	150.00	6,669.74	6,830.00	6,980.00
General Repairs/Maint	190.00	667.00	8,040.29	7,333.00	8,000.00
HVAC Contract TRANE	0.00	0.00	0.00	8,000.00	8,000.00
HVAC Repairs	0.00	0.00	8,195.61	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>	374.55	817.00	31,160.64	33,409.34	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	1,150.00	3,100.00	3,450.00	4,500.00
<b>Total Services</b>	0.00	1,150.00	7,230.52	7,950.00	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
<b>Total Utilities</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	1,729.00	5,435.66	61,619.62	74,905.68	89,376.34
<b>Net Ordinary Income</b>	2,571.61	-1,135.05	-14,312.91	-27,598.97	-37,769.02
<b>Net Income</b>	2,571.61	-1,135.05	-14,312.91	-27,598.97	-37,769.02

	Nov 30, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	5,991.27
1120 Checking @ Chemung Canal	5,991.27
Total Checking/Savings	5,991.27
Accounts Receivable	8,378.97
Accounts Receivable	8,378.97
Total Accounts Receivable	8,378.97
Total Current Assets	14,370.24
<b>TOTAL ASSETS</b>	<b>14,370.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	1,208.33
Accounts Payable	1,208.33
Total Accounts Payable	1,208.33
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	55,194.84
Total Liabilities	55,194.84
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-14,312.91
Total Equity	-40,824.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,370.24</b>

**BOARD OF TRUSTEES**

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF  
NOVEMBER MONTHLY REPORT  
PRESENTED THURSDAY DECEMBER 19, 2024**

	<b>NOV 2024</b>	<b>NOV 2023</b>	<b>YTD 2024</b>	<b>YTD 2023</b>
<b>Patrons</b>	<b>15,387</b>	<b>11,894</b>	<b>144,572</b>	<b>127,047</b>
<b>Children's program attendance</b>	<b>1,689</b>	<b>1,173</b>	<b>23,162</b>	<b>19,048</b>
<b>YA program attendance</b>	<b>pending</b>	<b>72</b>	<b>1,337</b>	<b>1,294</b>
<b>Adult program attendance</b>	<b>452</b>	<b>320</b>	<b>3,490</b>	<b>3,547</b>
<b>Circulation</b>	<b>9,817</b>	<b>10,647</b>	<b>124,502</b>	<b>131,561</b>
<b>PC use</b>	<b>604</b>	<b>587</b>	<b>7,028</b>	<b>6,384</b>
<b>Digital Literacy</b>	<b>255</b>	<b>231</b>	<b>3,261</b>	<b>3,178</b>
<b>Wifi*</b>	<b>5,520</b>	<b>5,400</b>	<b>59,012</b>	<b>47,185</b>
<b>Creation Station</b>	<b>18</b>	<b>6</b>	<b>228</b>	<b>148</b>
<b>Digital circulation</b>	<b>6,437</b>	<b>5,770</b>	<b>60,808</b>	<b>51,451</b>
<b>Databases</b>	<b>421</b>	<b>378</b>	<b>4,022</b>	<b>5,626</b>

**Children's Department Stats for November 2024**

**In House**

Brick by Brick (Sue)

1 program

20 attendees

Flight with Science and Discovery Center (Sue)

1 program

53 attendees

Carl the Collector with WSKG (Sue)

1 program

12 attendees

Happy Tales (Angel)

1 program

13 attendees

Harvest Dinner with the PRC (Sue)

1 program

65 attendees

MiniMaker (Angel)

1 program

24 attendees

Friday After School Movie (staff)

4 programs

47 attendees

Storytime with Miss Sue

4 programs

195 attendees

Miss Sue's Preschool Storytime

4 programs

105 attendees

Crafty Corner (Angel)

3 programs

46 attendees

Fairy Houses and Potion Necklaces (Sue and Angel)

1 program

90 attendees

Kids Explore Homeschool Group 1<sup>st</sup> aid and CPR Demo (Sue and EMT volunteer)

1 program

66 attendees

Tween Time (Sue)

2 programs

27 attendees

Saturday Morning Movie (Sue)

1 program

9 attendees

Artsy Kids (Angel)

4 programs

50 attendees

Scarecrow Scavenger Hunt (staff)

1 program

114 attendees

### **Marissa's Outreach**

HeadStart at Gregg

2 programs

38 attendees

Ready, Set, Grow

3 programs

39 attendees

CPP High School Special Needs Classroom

1 program

10 attendees

### **Pauline's Outreach with Rotary**

Severn Kindergarten and 1<sup>st</sup> grades

2 programs

120 attendees

## **Sue's Outreach**

Lil' Rockwell in partnership with The Rockwell

1 program

20 attendees

Kingsway Academy

1 program

31 attendees

Winfield Kindergarten

2 programs

40 attendees

Severn Kindergarten

1 program

61 attendees

Gregg Kindergarten and 1<sup>st</sup> grades-storytime

2 programs

78 attendees

Carder Kindergarten

2 programs

62 attendees

Little Lambs at Corning Christian Academy

1 program

18 attendees

HeadStart at Carder

2 programs

32 attendees

Erwin Valley Kindergarten

2 programs

74 attendees

Gregg 2<sup>nd</sup> grade storytime

1 program

17 attendees

Gregg 3<sup>rd</sup>-5<sup>th</sup> grades book talks

2 programs

113 attendees

**Children’s Department Totals**

**56 programs**

**1,689 attendees**

**End Notes**

**263 Reference Questions Answered**

**NOVEMBER 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	29	136	17	46
Com. Small	17	35	3	20
Com. Large	4	12	8	12
Com. Full	3	91	6	9
<b>Totals</b>	<b>53</b>	<b>274</b>	<b>34</b>	<b>87</b>

Items weeded 101

Items added 128

Collection total 134,426

Patron Registration 97

Fees \$

Friends \$ \$737.96

Reference questions ref /circ 1,145 and children 263 = 1,408

### Volunteer Program Statistics for November 2024:

<b>Monthly Hours</b>	Total	370.5 hrs
	Number of Volunteers	100
	Average hour/Volunteer	3.70 hrs/volunteer

### Adult Services Report, November 2024

#### *Services*

There was a total of **636 reference questions** answered at the reference desk and **509 reference questions** recorded at the circulation desk in November.

**Total Reference Questions Recorded: 1145**

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

Campbell: 7

Caton: 2

Town of Corning: 18

City of Corning: 85



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

Hornby: 1

Lindley: 3

Other NY: 24

Out of State: 2

Adult Program Attendance: **452 people**

Number of Programs: **47 programs**

**Heritage Quest Usage: 279 unique searches in November 2024**

### Library Speakers Consortium Author Talks

**November 1 – 30, 2024**

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Average NPS (1-10) (?)
7	14	809	814	828	0

Name	Event Date	Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Avg NPS (?)	Details
Native Rights and Culture in Fiction—A Conversation with Mona Susan Power	2024-11-21	2	1	15	18	19	0	
On Childhood Migration from Central America--In Conversation with Javier Zamora	2024-11-14	8	8	25	26	34	0	

## **Storymusing Book Reviews**

*The Haunted Season* by G.M. Malliet – **14 views**

Total blog views for November: **443 views**

## **Scrabble**

### **Tuesdays at 1 pm**

11/5: 7 people

11/12: 8 people

11/19: 7 people

11/26: 6 people

## **Mah Jongg**

### **Wednesdays at 1 pm**

11/6: 15 people

11/13: 12 people

11/20: 16 people

11/27: 12 people

## **Corning Area Writers Group –**

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

11/6: 14 people

11/13: 13 people

11/20: 13 people

11/27: 11 people

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

**1-Nov: 7**

**6-Nov: 6**

**8-Nov: 7**

**13-Nov: 9**

**15-Nov: 8**

**20-Nov: 8**

**22-Nov: 6**

### **Sticky Notes Thematic Book Club**

**3 people** met to talk about books with the theme of *Places You'd Like to Visit*.

### **Crafting with Kimberly: Turkey Craft**

11/11/24 @ 5:30 pm

14 participants

9 kits given out

### **NYLA Presentation**

Given by Pauline and Barb

62 people attended.

### **Spoon Rings with Kim Chebalo**

11/9/24

**16 people** attended in three sessions as Kim led them through creating their own one-of-a-kind ring from old silver plated spoon handles.

### **Author Talk with Mary Rosenberg: Freedom Village**

11/23 at noon

**30 people** attended this inspirational talk about finding a path forward after leaving the suppressive religious environment of Freedom Village.

### **Makerspace Usage *from Kayla***

Makerspace Usage

14 independent uses

4 training sessions (2 Cricut, 1 Sewing, 1 specialty project) 4 attendees

Tools Used:

9- 3D Printing

4- Cricut 1- Laminator

1- Comb Binding

3- Sewing 1- Serger

Total Sessions: 17

17 -3D Print Requests, about 157 hours of print time

12 participants in collaborative puzzle activity

### ***From Maryalice***

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

**23 people** participated in the **4 in-person sessions** of the VOCABULARY class representing 4 countries (Morocco, Russia, India, and Peru). We practiced listening skills (History of Democracy), reviewed comparative adjectives, compound words, and the use of hyphens, and completed exercises from the language game Word Up.

**23 people** participated in the **4 in-person sessions** of the CONVERSATION group representing 3 countries (Russia, China, and Morocco). We discussed architecture, current events, things we do to build confidence, and companion animals.

**21 people** participated in the **3 virtual sessions** of the BOOK CLUB representing 6 countries (Russia, Morocco, Pakistan/Missouri, France, 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. We are currently discussing the book through Chapter 8.

**26 people** met over **4 weekly Zoom sessions** in November 2024 to discuss articles about chocolate in art, aging and memory as related to minds being full, writing through fear; *Forgetfulness* by poet Billy Collins; *FLX Gives*; and to do quizzes about food vocabulary, challenging words, origin of words, and musical vocabulary; and to talk about what we are currently reading.

## **Outreach**

November 2024 Outreach Report

Books by Mail: 1 person at the Corning Center (still has 4 from October)

Checked out: 0

Returned: 0

Books on Wheels: 4 people

Checked out: 7

Returned: 0

Total: 5 people

Checked out: 7

Returned: 0

Outreach events: 0 events

**Digital Stats from Linda**

**Stats November 2024**

## **Hoopla Stats**

No. Patrons Who Borrowed Content	372
New Patron Accounts	28
No. Circulated Titles	1,447
Funds Spent in month	\$3,358.14

## **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
Nov-24	\$3,358.14
Total of Funds Spent 2024 Through End of Last Month	\$33,353.20

## Breakdown of Hoopla Circulated Items

Formats	Cost	Number of Format Checkouts
Audiobooks	\$2,237.06	820
Binge Passes	\$40.88	14
Comics	\$122.28	113
eBooks	\$471.49	255
Movies	\$320.85	143
Music	\$59.11	39
TV Shows	\$106.47	63
Total Cost	\$3,358.14	

## Programs & Tech Apts

Book Club for Adults	10
Local History Book Talk with Edward Mainzer	13
Monthly Matinee	12
Tech Appointments	2

## Blog Stats

Tech & Book Talk Views	288
Corning NY History Views	608

SSL Book Club for Adults Views

35

Mango Sessions

134

**Overdrive**

Overdrive Checkouts	3555
OWWL Checkouts	95
FLLS Checkouts	90
Magazines (formerly RB Digital)	1250

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

Total Number of Sessions and Questions	255
Basic Computer Help	164
Multimedia	72
Research Training	12
Workforce Development	7
Out of System Interlibrary Loan Requests	16
Tech Coaching Sessions	13 + 2 for Linda + 4 for Kayla = 19

**Lynda / LinkedIn Learning**

November log-ins	8
Total hours of content viewed	.7

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	29
Crafting with Kimberly	Kits			9
Scrabble Tuesdays	Onsite	Live		28 in 4 sessions
Mah Jongg	Onsite	Live		55 in 4 sessions



Wednesdays				
<b>Corning Area Writers Group Wednesdays</b>	Onsite	Live		51 in 4 sessions
<b>Coffee Tea &amp; English Conversation</b>	Onsite	Live		23 people in 4 sessions
<b>Coffee Tea &amp; English Vocab</b>	Onsite	Live		23 people in 4 sessions
<b>Coffee Tea &amp; English Book Club</b>	Onsite	Live		26 people in 4 sessions
Volunteer & Staff	Virtual	Live	Zoom	26 people 4 in sessions
Adult Book Club	Onsite	Live		<b>10 people in 1 session</b>
November Monthly Matinee				12 people in 1 session
Local History Book Talk with Edward Mainzer	Onsite	Live		13 people in 1 session
NYLA Presentation	Offsite	Live		62 people
Spoon Rings with Kim Chebalo	Onsite	Live		16 people in 3 sessions
Author Talk with Mary Rosenberg: Freedom Village	Onsite	Live		30 people
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	3 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	9 people for 2 sessions
Adult D&D	Onsite	Live		51 people in 7 sessions
LSC video views				814

**RESOLUTION FOR EDOWMENT DRAW FOR 2025**

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 \$251,894.94 endowment funds invested with Schwab Investments managed by Fischer Investments in Rochester, N.Y. These funds will be transferred into the SSCL'S Capital Reserve account held at Community Bank, Corning, NY. and are to be released in January 2025.

WITNESS my hand as Secretary of the Corporation this

December 19<sup>th</sup> 2024

Signature \_\_\_\_\_

Date \_\_\_\_\_

# CALVIN WILLIAMS

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## SUMMARY

Detailed manager of facilities maintenance and construction department at a higher ed institution for 33 years. Parented capital projects from concept, design development through to construction completion. Have managed department changes to meet institutional maintenance and housekeeping service needs.

## EXPERIENCE

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June 2010 - Present

### **Director of Physical Plant, *Corning Community College, Corning, NY***

- Director of 23 union maintenance and cleaning staff and 2 Assistant Directors. Responsible for a \$2.8 million annual budget to operate and maintain 580,000 sq. feet in 14 educational buildings at 4 locations on 550 acres.
- Participated in converting to a resident college in 2013 with the construction of a 320 bed residence hall on campus.
- Enforce NYS Building Code and compliance with other enforcement agencies.
- Select Architects and Engineering firms for capital construction projects. Completed over \$30 million in construction projects.
  - *2010 Wellness and Fitness Center*
  - *2014-2015 Turf soccer and baseball field*
  - *2014 Gymnasium remodel and expansion*
  - *2014 Student Union remodel and expansion*
  - *2014-15 Library remodel and expansion*
  - *2015 12 station welding lab at Elmira Work Force Education Center*
  - *2019-2020 All buildings Energy Performance Contract*
  - *2022 Schuyler Hall Mechanical upgrades and cooling*
- Completed Five Year Facilities Master Plan in 2015 and 2022 update.
- Responsible for all campus bidding for services and materials.

August 1990–June 2010

### **Assistant Director of Physical Plant, *Corning Community College***

- Supervised skilled trades maintenance employees to provide a safe educational environment for 3400 students.
  - Prioritized and assigned work to Carpenters, Electricians, Building Maintenance Mechanics, Locksmith, Painter, and Grounds Keepers.
  - Scheduled and supervised campus snow removal.
  - Planned, scheduled, procured materials and managed maintenance and construction projects performed by college staff. Including building expansions, remodeling offices and classrooms, and constructing the College Presidents Residence.
  - Participated in decision making during weather events requiring campus closings.
  - Planned and implemented a key and lock system that has been in service for 20 years.
  - On-call at all times for campus facility emergencies
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April 1987 – August 1990 **Electrical Technician**, Taylor Wine Company, Hammondsport, NY

- Electrical maintenance of bottling and packaging lines for wines, champagne, and wine coolers.
- Maintenance and installations of power and controls systems in wine production and storage facilities and business offices. Power systems included a 34500 volt distribution loop, pad mount transformers to 480/277 and 120/230 volt three phase power distribution.
- Supported bottling lines operating 20 hours per day 7 days a week, filling 800+ bottles per minute, troubleshooting and repairing equipment during breakdowns.

August 1983- April 1987 **Electrical Technician**, Ward Manufacturing, Blossburg, PA

- Electrical maintenance in an Iron foundry supporting melting, molding and finishing processes.
- Installed, upgraded, and built treading and finishing equipment to improve production rates.
- Wrote ladder logic and programmed PLCs as equipment controls were upgraded.
- Maintained and installed power and controls for conveyance systems, cranes, molding machines, molten iron holding furnaces, and annealing ovens.
- Worked shifts and weekends.

## EDUCATION

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2012 - 2019 **Empire State University**; Saratoga Springs, NY  
Business, Management, and Economics 32 credits

1981 – 1983 **Williamsport Area Community College**; Williamsport, PA 17701  
AAS, Electrical Technology 3.28 GPA

## Selection of Trustees for the Southeast Steuben County Library

### Description for Candidates

The Southeast Steuben County Library seeks potential trustees who possess a strong and genuine belief in public libraries and their mission in the community as centers of information, recreation, culture and lifelong education. A candidate must be willing to devote appropriate time and effort to carrying out the duties and responsibilities of trusteeship. These duties will include regular attendance at Board meetings, committee service and activities, trustee training, ongoing advocacy on behalf of the Library and learning about the Library and the social, legal, and political context in which it exists.

The Library Board members participate in a wide variety of activities in support of the Southeast Steuben County Library. The responsibilities include:

- Policy development
- Strategic planning
- Advocacy
- Financial development and funds development (budgetary responsibility)
- Public relations

Preferable skill sets to become a member:

- Strong general level of awareness of the community in which the Library serves.
- Familiarity with or willingness to learn about the opportunities and challenges faced by a public library and its funding and budget process.
- Appropriate communication skills and willingness and ability to represent the Library in the community.
- Readiness and ability to contribute and actively participate in Board initiatives.
- Ability to function in a collaborative environment with many key stakeholders and community partners.
- Commitment to ongoing personal growth and development as a Board member.

A potential board member must be a resident of the Library's service area, and be 18 years of age or older.

Please fill out the attached questionnaire, attach your resume, and return to the Library by mail or email:

Southeast Steuben County Library  
ATTN: Barbara McLean, President  
300 Nasser Civic Center  
Plaza Suite 101  
Corning, NY 14830

Email: [bamclean2@gmail.com](mailto:bamclean2@gmail.com)

For any questions, please contact  
Barbara McLean at the email above.

Southeast Steuben County Library



# Southeast Steuben County Library

## Proposed Slate of Officers for 2025 Board of Trustees

President: Lyndsie Guy

Vice President: Barbara A. McLean

Secretary: Jamie Curtis

Treasurer: Jeff Scott