

Agenda

Southeast Steuben County Library

Board of Trustees Meeting

Presented January 16, 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. Intro. new board member (Lyndsie)
5. Oath of Office (Lori)
7. Consent Agenda - (Lyndsie) - Vote
Dec. minutes/Dec Budgets
6. Director's report - (Pauline)
7. Finance (Jeff)
 - A. Allowable Tax Cap Resolution (Jeff) - Vote
 - B. FLX Gives Transfer Resolution (Jeff) - Vote
 - C. Endowment and Spending Policy Revision (Jeff) - Vote

8. Committee Updates

Facilities Committee (Calvin)

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: February 20th 4:30-5:30

Agenda

Southeast Steuben County Library
Board of Trustees Meeting
Presented December 19, 4:33 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
Barry W. Nicholson
Nogaye Ka-Tandia
Svetlana Short
Harry A. Merritt
Kate Paterson
Louise Richardson
Gail Bardhan*
Julie E. Fromer

Absent:

Kathryn C. Mack

Guests:

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

* Attended by Zoom

4:33 p.m. Call to Order

1. Establish a Quorum – Quorum was established
2. Accept Agenda – Motion to accept agenda – Barry. Seconded by – Svetlana. Vote: Passed
3. Public Comment - None
4. Conflict of Interest Forms (Barb/Lori) – Addressed. Forms were handed out and collected.

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.

1

Rev. 10/14

YES___ NO___

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 ___

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 the completion of my next disclosure form.

DRAFT

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 ___

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 ___

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 ___

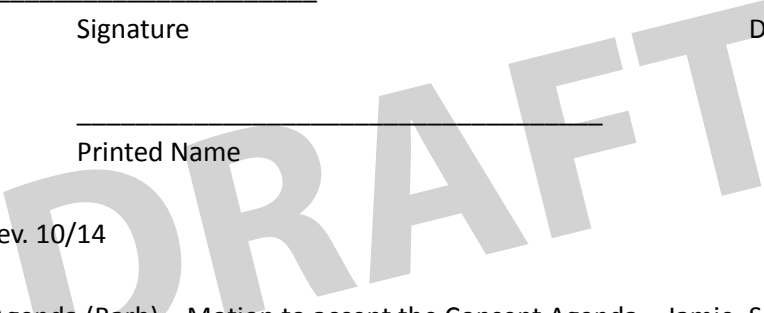
I certify that the foregoing information is true and complete to the best of my knowledge.

Signature

Date

Printed Name

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- 5. Consent Agenda (Barb) – Motion to accept the Consent Agenda – Jamie. Seconded – Kate. Vote: Passed
Nov. minutes – Passed
Nov. financials – Passed

- 6. Director's report (Pauline)

	NOV 2024	NOV 2023	YTD 2024	YTD 2023
Patrons	15,387	11,894	144,572	127,047
Children's program attendance	1,689	1,173	23,162	19,048
YA program attendance	103	72	1,440	1,294
Adult program attendance	452	320	3,490	3,547
Circulation	9,817	10,647	124,502	131,561
PC use	604	587	7,028	6,384
Digital Literacy	255	231	3,261	3,178
Wifi*	5,520	5,400	59,012	47,185
Creation Station	18	6	228	148
Digital circulation	6,437	5,770	60,808	51,451
Databases	421	378	4,022	5,626

- Visits from Mrs. Clause and the Conductor from Polar Express.
- Holiday Book Sale Display.
- Elf Academy – December 7th at 10 am. 60+ Kids attended.
- Molly from Denali: An Alaskan Adventure – Mondays in December 10:30 a.m. – 11:30 a.m.
- Informational Tables:
 - The Comptroller's Office – December 11th.
 - VA: Veterans Resources – December 17th from 1 p.m. to 4 p.m.
 - In January, we will have a County Department of Health counselor to talk about services.
- GATLAS exhibited at the Rockwell from December 10th to the 31st.
- Add a Flower to the Flower Garden display in the Children's room.
- Teen Crafting – ATLAS Lighted 3D printed Christmas Trees.

Upcoming:

- Books Sandwiched in – Wednesdays, starting January 8th, 2025, and going to February 12th at 12:00 p.m. Sponsored by the Friends of the Library.
- Lowtek Indoor Mushroom Cultivation with Sam Warren – Saturday, January 11th, 12:30 p.m. Sign-up is required.
- The Anxious Generation continues. It will meet on December 3rd, January 28th, and February 25th from 5:30 p.m. to 6:30 p.m. at the Corning-Painted Post High School Cafeteria.

7. Finance (Jeff)

The budget is looking good.

A. Endowment Draw Policy Revision discussion (Jeff) – Discussion.

B. Endowment Draw Resolution 2025 (Jeff) – On committee recommendation.

Vote: passed. The Draw will happen in January.

RESOLUTION FOR EDOWNMENT DRAW FOR 2025 OPERATIONAL BUDGET

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

RESOLVED, that the Southeast Steuben County Library will draw the budgeted \$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 Operational account held at Chemung Canal Trust Corning, NY. These funds will be transferred in January 2025.

WITNESS my hand as Secretary of the Corporation this

December 19th 2024

Signature



Date _____

C. Fischer Investment made some recommendations for the portfolio.

D. Parking lot – Project manager revised proposal update. A vote on recommendations by Facilities and Finance committees for accepting the Project Manager's Proposal. On the recommendation of the committee. Vote: Passed

8. New Board Member Nomination (Barb) – Calvin Williams. On committee recommendation. Vote: Passed

9. Slate of Officers for 2025 (Barb) – Motion to accept – Barry. Seconded – Kate. Vote:
Passed
Switching the President’s role with V. President. Lyndsie will become President, and Barb will become Vice President.
Jeff will remain Treasurer, and Jamie will remain Secretary.

10. **Committee Updates**

Facilities Committee (Barry)

- Parking lot
- Exhaust systems quote (replacing four of them in the future.)

PR/Advocacy Committee (Barb)

- No report

Development Committee (Louise)

- Annual Appeal update

Nominating Committee (Barb)

- Meeting in January.

Policy Committee (Barb)

- No report

Scholarship Committee/Friends (Julie)

- Book bundles are doing well. Advent book bundles were included, and some teachers ordered Advent book bundles for their classes. There was a discussion about making book bundles available to teachers throughout the year.
- The annual meeting is on January 15th
- Scholarship starts in January when the new website is launched.
(Julie/Pauline) Discussion on the scholarship application.

Strategic Planning (Lyndsie)

- SWOT analysis was done with staff.

11. The Assistant Director was congratulated on finishing her master’s degree, the conferral date of which is expected to be February 2025.

12. Thank you to our outgoing board members – Kate, Barry, and Gail
Comments and expressions of gratitude from the President.

ADJOURNED: 5:22 p.m.

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

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

Southeast Steuben County Library
Budget vs. Actuals
 January - December 2024

	Dec Budget vs Actual			Jan-Dec 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	23,592	37,500	-13,908	309,069	228,220	80,849	228,220
4300 Service Fees	1,940	1,350	590	17,266	15,000	2,266	15,000
4400 Other Revenue		650	-650	8,737	7,650	1,087	7,650
4500 Other Income		11,293	-11,293	5,512	33,785	-28,273	33,785
Total Income	\$ 25,532	\$ 50,793	-\$ 25,260	\$ 1,252,734	\$ 1,195,774	\$ 56,960	
Gross Profit	\$ 25,532	\$ 50,793	-\$ 25,260	\$ 1,252,734	\$ 1,195,774	\$ 56,960	1,195,774
				\$ 253,895			253,895
							74,316
				\$ 33,385			33,385
				\$ 1,540,014			1,557,370
Expenses							
5000 Payroll	94,150	61,497	32,653	795,158	800,065	-4,907	800,065
5100 Payroll Taxes, Benefits, & Ins.	13,049	14,352	-1,303	161,002	174,891	-13,889	174,891
6000 Facilities	10,441	8,700	1,741	156,752	161,000	-4,248	194,385
7000 Library Materials/Services	12,630	14,650	-2,020	234,679	236,039	-1,360	238,339
7200 Library Programs	2,877	1,525	1,352	30,951	31,120	-169	31,120
8000 Administration & General	3,356	5,575	-2,219	80,404	79,850	554	79,850
8100 Other Expense	87	300	-213	13,324	9,500	3,824	9,500
8300 Capital	3,724	3,744	-20	28,982	29,220	-238	29,220
Total Expenses	\$ 140,313	\$ 110,343	\$ 29,970	\$ 1,501,252	\$ 1,521,685	-\$ 20,433	1,557,370
Net Operating Income	-\$ 114,781	-\$ 59,551	-\$ 55,230	-\$ 248,519	-\$ 325,911	\$ 77,392	
Net Income	-\$ 114,781	-\$ 59,551	-\$ 55,230	-\$ 248,519	-\$ 325,911	\$ 77,392	
 Net Income after transfers				\$ 38,761			

**Southeast Steuben County Library
Profit & Loss Budget Performance
December 2024**

	Dec 24	Budget	Jan - Dec 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5100 Rental Income	5,800.61	4,300.61	53,107.32	51,607.32	51,607.32
Total Income	5,800.61	4,300.61	53,107.32	51,607.32	51,607.32
Gross Profit	5,800.61	4,300.61	53,107.32	51,607.32	51,607.32
Expense					
Administrative					
Insurance	0.00	2,000.00	2,200.21	8,000.00	8,000.00
Management Fee	1,200.00	1,200.00	14,400.00	14,400.00	14,400.00
Miscellaneous	8.77	25.00	322.90	300.00	300.00
Total Administrative	1,208.77	3,225.00	16,923.11	22,700.00	22,700.00
Custodial					
Contracted Services	0.00	1,337.00	3,812.00	7,350.00	7,350.00
Supplies	105.08	241.56	4,307.20	2,900.00	2,900.00
Total Custodial	105.08	1,578.66	8,119.20	10,250.00	10,250.00
Interest Expense	0.00	1,800.00	1,500.00	7,200.00	7,200.00
Repairs and Maintenance					
Elevator Contract OTIS	0.00	0.00	8,125.00	7,350.00	7,350.00
Elevator Maintenance	290.00	500.00	430.00	2,900.00	2,900.00
Emergency Equipment	183.83	150.00	6,853.57	6,980.00	6,980.00
General Repairs/Maint	1,588.84	667.00	9,629.13	8,000.00	8,000.00
HVAC Contract TRANE	0.00	0.00	0.00	8,000.00	8,000.00
HVAC Repairs	0.00	5,500.00	8,185.61	5,500.00	5,500.00
Repairs and Maintenance - Other	0.00	0.00	0.00	1,496.34	1,496.34
Total Repairs and Maintenance	2,062.67	6,817.00	33,223.31	40,226.34	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	1,050.00	3,100.00	4,500.00	4,500.00
Total Services	0.00	1,050.00	7,230.52	9,000.00	9,000.00
Utilities					
Electric	0.00	0.00	0.00	0.00	0.00
Natural Gas	0.00	0.00	0.00	0.00	0.00
Sewer	0.00	0.00	0.00	0.00	0.00
Telephone Expense	0.00	0.00	0.00	0.00	0.00
Trash Removal	0.00	0.00	0.00	0.00	0.00
Water	0.00	0.00	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00	0.00	0.00
Total Expense	3,376.52	14,470.66	66,996.14	89,376.34	89,376.34
Net Ordinary Income	2,424.09	-10,170.05	-13,888.82	-37,769.02	-37,769.02
Net Income	2,424.09	-10,170.05	-13,888.82	-37,769.02	-37,769.02

9:48 AM

Southeast Steuben County Library

01/07/25

Balance Sheet

Accrual Basis

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	4,720.16
Total Checking/Savings	4,720.16
Accounts Receivable	
Accounts Receivable	12,364.61
Total Accounts Receivable	12,364.61
Total Current Assets	17,084.77
TOTAL ASSETS	17,084.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	3,498.77
Accounts Payable	3,498.77
Total Accounts Payable	3,498.77
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	57,485.28
Total Liabilities	57,485.28
Equity	
Unrestricted Net Assets	-26,511.69
Net Income	-13,888.82
Total Equity	-40,400.51
TOTAL LIABILITIES & EQUITY	17,084.77

**Account Balances: Checking, Savings, Investments & Loans
As of 12/31/2024**

BANK ACCOUNTS	
FINANCIAL INSTITUTION:	AMOUNT
CHEMUNG CANAL TRUST COMPANY:	\$ 804,760
CORNING CREDIT UNION: Operational Reserve	\$ 75,776
COMMUNITY BANK:	
- Capital Reserve :	\$ 88,195
- Construction Grant Funds:	
TOTAL BANK BALANCE	\$ 968,731

INVESTMENTS		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$ 3,410,862	\$ 3,274,467
CHARLES SCHWAB (ENDOWMENT)	\$ 3,752,134	\$ 3,598,744
INVESTMENT TOTAL		\$ 6,873,211

TOTAL ALL ACCOUNTS	\$ 7,841,942
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LOANS	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 210,215
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 528,997
TOTAL LOANS OUTSTANDING	\$ 739,212

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

BOARD OF TRUSTEES

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
DECEMBER MONTHLY REPORT
PRESENTED THURSDAY JANUARY 16, 2024**

	DEC 2024	DEC 2023	YTD 2024	YTD 2023
Patrons	10,531	11,894	155,103	127,047
Children's program attendance	1,957	1,173	25,119	19,048
YA program attendance	105	72	1,545	1,294
Adult program attendance	260	320	3,750	3,547
Circulation	10,095	10,647	134,597	131,561
PC use	530	587	7,558	6,384
Digital Literacy	295	231	3,556	3,178
Wifi*	4,991	5,400	64,003	47,185
Creation Station	13	6	241	148
Digital circulation	6,597	5,770	67,405	51,451
Databases	532	378	4,554	5,626

Children's Stats for December 2024

In House

Storytime with Miss Sue (Sue)

3 programs

153 attendees

Miss Sue's Preschool Storytime (Sue)

3 programs

61 attendees

Crafty Corner (Angel)

2 programs

34 attendees

Brick by Brick (Sue)

1 program

19 attendees

WSKG with Molly of Denali (Sue)

1 program

10 attendees

Tara Osburn book signing (Sue)

1 program

15 attendees

Kids Explore Homeschool Group Ice Skating (Sue with City Parks and Rec)

3 programs

100 attendees

Kids Explore Homeschool Group Book Club-Weirdo (Sue)

2 programs

16 attendees

Kids Explore Homeschool Group (Sue with Chemung Valley River Friends)

1 program

29 attendees

Christmas Magic Show (Sue)

1 program

54 attendees

Elf Scavenger hunt (children's staff)

1 program

77 attendees

Tween Time (Sue)

Gingerbread House Painting (Sue)

1 program

44 attendees

Friday After School Movie (children's staff)

4 programs

57 attendees

Elf Academy (Sue, Kelly, and volunteers)

1 program

160 attendees

Christmas Party (Sue)

1 Cookie Decorating

49 attendees

1 movie

32 attendees

MiniMaker (Angel)

1 program

11 attendees

Artsy Kids (Angel)

4 programs

70 attendees

Marria's Outreach

Head Start at Gregg

2 programs

35 attendees

Ready, Set, Grow

3 programs

48 attendees

Special Needs Classrooms at the high school

1 program

25 attendees

Corning Children's Center-West

2 programs

50 attendees

Pauline's Outreach with Rotary

Severn

1 program

120 attendees

Sue's Outreach

Lil' Rockwell

1 program

55 attendees

Once Upon a Time

1 program

23 attendees

Weekday Preschool

1 program

24 attendees

Gregg-K, 1, 2-storytimes

3 programs

91 attendees

Severn Kindergarten

1 program

66 attendees

Kingsway Academy

1 program

37 attendees

Winfield Kindergarten

2 programs

38 attendees

Head Start at Carder

2 programs

36 attendees

Erwin Valley Kindergarten

2 programs

72 attendees

Gregg-3, 4, 5-book talks

2 programs

111 attendees

Corning Christian Academy

1 program

21 attendees

Book on Every Bed with the PRC

3 programs

100 attendees

Children's Totals

64 programs

1,957 attendees

End Notes

127 Reference Questions Answered

TEEN STATS DEC. 2024

GATLAS

Total Sessions:

2 synchronous, in-person

Total Attendees:

19 synchronous, in-person

GATLAS Rockwell Reception

Total Sessions:

1 synchronous, in-person

Total Attendees:

24 synchronous, in-person

ATLAS

Total Sessions:

3 synchronous, in-person

Total Attendees:

19 synchronous, in-person

Tween Dungeons & Dragons with Tim Collins

Total Sessions:

1 synchronous, in-person

Total Attendees:

13 synchronous, in-person

Teen Dungeons & Dragons with Robin

Total Sessions:

4 synchronous, in-person

Total Attendees:

16 synchronous, in-person

Teen Robotics

Total Sessions:

1 synchronous, in-person

Total Attendees:

4 synchronous, in-person

Self Defense Class with Crystal City Martial Arts For Teens and Adults

Total Sessions:

1 synchronous, in-person

Total Attendees:

10 synchronous, in-person

Totals

Total Sessions/Presentations: 13

Total Attendees/Views: 105

Teen Tones Webpage: 41 views

Teen Instagram: 110 followers

Weekly Prize Drawings- Book Box Bundles

Total Drawings: 4

Total Entries: 6

To enter, patrons answered, What is your favorite thing about the library?

"The nice people who work here"

"The books and librarians ♥"

"everything"

"DND with dungeon master tim"

"Books"

"it is my social safe place"

Items weeded 135

Items added 171

Collection total 134,462

Patron Registration 53

Fees \$732.38

Friends \$ 737.96

Reference questions ref 610 /circ 458 and children 127 = 1,222

For the month of December 2024:

Volunteer December 2024

Number of Volunteers: 73

Total Volunteer Hours: 232.5

Average Hours/Volunteer: 3.18

Adult Services Report, December 2024

Services

There was a total of **610 reference questions** answered at the reference desk and **458 reference questions** recorded at the circulation desk in December.

Total Reference Questions Recorded: 1068

Computer Usage In-House by Municipality

Campbell: 8

Caton: 3

Town of Corning: 8

City of Corning: 106

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

Hornby: 3

Lindley: 3

Other NY: 22

Out of State: 2

Adult Program Attendance: **260 people**

Number of Programs: **34 programs**

Heritage Quest Usage: 440 unique searches in December 2024

Library Speakers Consortium Author Talks

December 1 – 30, 2024

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Average NPS (1-10) (?)
1	1	858	858	859	0

Name	Event Date	Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Avg NPS (?)	Details
Unearthed: Exploring the Smithsonian National Gem Collection with Dr. Jeffrey Post	2024-12-04	3	1	23	23	24	0	details
On Pulse-Pounding, Family Driven Mysteries: A Conversation with Laura Dave	2024-12-11	1	0	7	7	7	0	details

Storymusing Book Reviews

The Grey Wolf: A Novel by Louise Penny – **10 views**

Total blog views for December: **264 views**

Scrabble

Tuesdays at 1 pm

12/3: 4 people

12/10: 5 people

12/17: 5 people

12/24: Closed

12/31: No meeting

Mah Jongg

Wednesdays at 1 pm

12/4: 9 people

12/11: 13 people

12/18: 12 people

12/25: Closed

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.

12/4: 16 people

12/11: 12 people

12/18: 11 people

12/26: 12 people

Adult D&D Gaming Group

4-Dec	6
6-Dec	5
11-Dec	8
13-Dec	6
18-Dec	6
20-Dec	1

Sticky Notes Thematic Book Club

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

Crafting with Kimberly

Makerspace Usage *from Kayla*

13 independent uses

0 training sessions (2 Cricut, 1 Sewing, 1 specialty project) 0 attendees

Tools Used:

5- 3D Printing

2- Cricut

1- Comb Binding

6- Sewing

1- General Supplies

Total Sessions: 13

-12 3D Print Requests, about 62.5 hours of print time

-10 participants in collaborative puzzle activity

Crafting with Kimberly: Paintbrush Santa Gnomes 1 session 26 attendees

From Maryalice

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

23 people participated in the **3 in-person sessions** of the VOCABULARY class representing 5 countries (Morocco, Russia, India, El Salvador, and the Philippines). We reviewed parallel construction of sentences, the three sounds of ~ed endings (ed, d, t), and the uses of LOOK, SEE, and WATCH. We also completed exercises from the language game *Word Up*.

19 people participated in the **3 in-person sessions** of the CONVERSATION group representing 6 countries (Russia, China, the Philippines, India, El Salvador, and Morocco). We discussed how we calm ourselves after stressful experiences, how priorities change over time, and current events.

16 people participated in the **3 virtual sessions** of the BOOK CLUB representing 5 countries (Russia, Pakistan/Missouri, France, China, and Algeria/Texas or Peru) 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 10.

December 2024 Volunteer & Staff Zoom Summary

21 people met over **3 weekly Zoom sessions** in December 2024 to discuss articles about the impact of Mildred Taylor's novel *Roll of Thunder, Hear My Cry*, how our library's digital collections work; trying to read the Herculeum scrolls covered in Vesuvian lava in 79 AD, the blessings of reading short works, and the secret life of a librarian; and to do quizzes about identifying dog and cat breeds and about Christmas literature; and to talk about what we are currently reading.

Outreach

December 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: 3

Returned: 3

Total: 5 people

Checked out: 3

Returned: 3

Outreach events: 0 events

Digital Stats *from Linda*

Stats December 2024

Hoopla Stats

No. Patrons Who Borrowed Content	389
New Patron Accounts	25
No. Circulated Titles	1,565
Funds Spent in month	\$3,570.78

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
Dec-24	\$3,570.78

Total of Funds Spent in 2024 \$36,923.98

Breakdown of Hoopla Circulated Items

Formats	Cost	Number of Format Checkouts	
Audiobooks	\$2,431.69	920	
Binge Passes	\$85.45	25	
Comics	\$126.72	102	
eBooks	\$447.49	266	
Movies	\$283.30	128	
Music	\$66.06	44	
TV Shows	\$130.07	80	
Total Cost	\$3,570.78	1565	Total Circulations

Programs & Tech Apts

Book Club for Adults	9
Monthly Matinee	10
Tech Appointments	0

Blog Stats

Tech & Book Talk Views	384
Corning NY History Views	733
SSL Book Club for Adults Views	73

Overdrive

Overdrive Checkouts	3579
OWWL Checkouts	157
FLLS Checkouts	79
Magazines (formerly RB Digital)	1217

Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	295
Basic Computer Help	157
Multimedia	73
Research Training	22
Workforce Development	9
Out of System Interlibrary Loan Requests	34
Tech Coaching Sessions	14 + 0 for Linda + 0 for Kayla = 14

Lynda / LinkedIn Learning

December log-ins	6
Total hours of content viewed	7.3

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
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Crafting with Kimberly	Onsite	Live		26 people in 1 session
Crafting with Kimberly	Onsite	Recorded	Youtube	0
Crafting with Kimberly	Kits			0
Scrabble Tuesdays	Onsite	Live		14 in 3 sessions
Mah Jongg Wednesdays	Onsite	Live		34 in 3 sessions
Corning Area Writers Group Wednesdays	Onsite	Live		51 in 4 sessions
Coffee Tea & English Conversation	Onsite	Live		19 people in 3 sessions
Coffee Tea & English Vocab	Onsite	Live		23 people in 3 sessions
Coffee Tea & English Book Club	Onsite	Live		16 people in 3 sessions
Volunteer & Staff	Virtual	Live	Zoom	21 people 3 in sessions
Adult Book Club	Onsite	Live		9 people in 1 session
December Monthly Matinee				10 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	4 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	1 people for 2 sessions

Adult D&D	Onsite	Live		32 people in 6 sessions
LSC video views				858

**Resolution of the Board of Trustees
of the
Southeast Steuben County Library**

Lyndsie Guy, President of the Southeast Steuben County Library, does hereby certify that the following is a true copy of the resolutions duly adopted by the Board of Trustees of Southeast Steuben County Library (the “Board”) at a meeting duly called and held on January 16, 2025 that a quorum was present and acted; and that such resolutions have not been rescinded or modified and are still in full force and effect.

WHEREAS, the Board wishes to raise funds pursuant to New York State Education Law Section 259(1); and

WHEREAS, the Board would like the following resolution to be placed upon the ballot at a special election of the Corning-Painted Post Area School District:

“Shall the sum of \$1,511,568.00 (One Million, Five Hundred and Eleven Thousand, Five Hundred and Sixty-Eight Dollars) be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library.”

NOW, THEREFORE, BE IT RESOLVED, that the Board requests that the Corning-Painted Post Area School District place the following resolution before the voters of the District at a special election on May 20, 2025:

“Shall the sum of \$1,511,568.00 (One Million, Five Hundred and Eleven Thousand, Five Hundred and Sixty- Eight dollars.) be raised by annual levy of a tax upon the taxable property within the Corning-Painted Post Area School District for the purpose of funding the Southeast Steuben County Library.”

RESOLVED, FURTHER, that the Board authorizes and directs the Director of the Southeast Steuben County Library to complete the aforementioned resolution by providing a special election date at the time of submission to the District administration.

By: _____
President of Library Board

Date: _____

\$11,241.95 Transfer to Capital Reserve 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 January 16, 2025 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.

All FLX Gives funding from 2023 and 2024 totaling \$11,241.95 will be transferred from Operational Funds held at Chemung Canal Trust Corning NY. to the library Capital Reserve account held at Community Bank, Corning NY.

FLX Break Down: 2023- \$4,961.16
2024- \$6,280.79

WITNESS my hand as Secretary of the Corporation this January 16, 2025

Secretary, Jamie Curtis

Signature: _____ Date: _____