

## Agenda

Southeast Steuben County Library

Board of Trustees Meeting

**Presented February 20, 2025 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. Consent Agenda - (Lyndsie) - Vote  
Jan. minutes/Jan. Budgets
5. Director's Report - (Pauline)
6. Mural - Alley Art Project w/ Rockwell Museum - (Pauline)
7. Strategic Plan - (Lyndsie)
8. Finance - (Jeff)

A. Transfer of NYCA grant funds (Jeff) - Vote

B. Transfer to Capital Reserve Resolution (Jeff) - Vote

9. Committee **Updates**

Facilities Committee (Calvin)

PR/Advocacy Committee (Barb)

Fund Development Committee (Louise)

Nominating Committee (Barb)- New Board Members

Policy Committee (Nogaye)

Scholarship Committee (Julie)

Friends (Julie/Pauline)

Strategic Planning (Lyndsie)

10. Executive Session - come out of session to vote (Lyndsie)

ADJOURN      **NEXT BOARD MEETING: March 20<sup>th</sup>**; oath of office needed for Harry, Barb, Svetlana, new trustees

**Agenda**

Southeast Steuben County Library

Board of Trustees Meeting

**Presented January 16, 2025, 4:30 p.m. - 5:30 p.m.**

Location: Southeast Steuben County Library, Conference Room

**Trustees Attending:**

President: Lyndsie M. Guy

Vice President: Barbara A. McLean \*

Secretary: Jamie Curtis

Treasurer: Jeffrey Scott

Nogaye Ka-Tandia

Kathryn C. Mack

Louise Richardson

Julie E. Fromer

Calvin Williams

**Absent:**

Svetlana Short

Harry A. Merritt

**Guests:**

Pauline Emery, Library Director

Carol Lynn Lockhart, Assistant Director

Lori Reenan, Business Manager

DRAFT

\*Attended via Zoom

**4:30 pm Call to Order**

1. Establish a Quorum – Established. A Quorum is present.
2. Accept Agenda - Motion: Jamie Second: Nogaye **Vote:** Passed, no objections
3. Public Comment – No Public Comment

4. Intro. New Board Member (Lyndsie) – Welcome Calvin Williams.

5. Oath of Office (Lori)

7. Consent Agenda - (Lyndsie) - Motion: Kathy 2nd: Jamie **Vote:** Passed, no objections

Dec. minutes/Dec. Budgets

6. Director’s report - (Pauline)

Overall  
services  
13%  
increase

	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

- 
- Upcoming Events:
  - Family Trivia Night – January 24<sup>th</sup>, 6:00 – 7:30 pm.
  - Hot Cocoa Painting – Monday, January 27<sup>th</sup>, 2:00 – 3:00 pm.
- Books Sandwiched in –

*How to Read a Book* by Monica Wood, presented by Dr. Jennifer O’Hara, January 8<sup>th</sup>, 12:00 – 1:00 p.m.

*That Librarian*, by Amanda Jones, presented by Brian Hildreth. January 15<sup>th</sup>, 12:00 – 1:00 pm.
- Middle Schoolers read *Weirdo* by Tony Weaver Jr. and talked to the author.
- Art installation of watercolors by Bridget Bossart Van Otterloo.
- Skate and Flic (Movie).
- Dragon Appreciation Day – Thursday, January 16<sup>th</sup>, 3:30 – 4:30 pm.
- Hoopla-BingePass-Creativebug. You can access Creativebug using BingePass on Hoopla.

7. Finance (Jeff)

- A. Harry Meritt is the Audit Chair for the annual audit and will establish a meeting with Mengel, Metzger, Barr, and Co., the auditing firm that the library uses.
- B. Allowable Tax Cap Resolution (Jeff) - **Vote:** Passed

DRAFT

**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:

1/17/25

C. FLX Gives Transfer Resolution (Jeff) – **Vote:** Passed

**\$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: January 16, 2025 \_\_\_\_\_

C. Endowment and Spending Policy Revision (Jeff) – **Vote:** Passed

Southeast Steuben County Library  
Endowment and Corporate Fund  
Statement of Investment and Spending Policies

## Purpose

A written investment policy defines a disciplined and appropriate investment philosophy, as well as articulating the investment management procedures and long-term goals of an investment portfolio. The investment policy statement (IPS) becomes the guide for current, and more importantly, future board members. It also serves as a reference for investment managers, consultants, or others retained to service the portfolio. The IPS will help ensure the continuity of the investment program despite board, management, or investment manager turnover. Continuity is a crucial component of the investment program, since most investment strategies have a higher probability of success if they are executed consistently over long periods of time. Thus, the IPS protects against short-term revisions to the investment strategy when they are most likely to occur: during times of market excess when emotions run high.

Additionally, the Trustees and officers of the Southeast Steuben County Library recognize they are fiduciaries with respect to the investment assets of the organization, according to New York's Not-for-Profit Corporation Law. They are thus bound by the duties of prudence and loyalty and obligated to adhere to any restrictions on the investment portfolios that may be imposed by law, stipulated by donors, or voluntarily entered into by the organization itself. A written investment policy can help fiduciaries meet their obligations by summarizing the investment objectives and constraints in one document.

## Background

The Southeast Steuben County Library supports the Southeast Steuben County population by providing library services. The Board of Trustees of the library has established investment funds for the purpose of providing a portion of the support, as necessary, for the ongoing operations of the library.

A majority of the library's revenue comes from a public referendum allowed under New York State Education Law Section 259(1); Public funds along with donations, fundraising and grants cover operational costs.

## Responsibilities

Members of the Board of Trustees of the Southeast Steuben County Library are fiduciaries with respect to the investment assets of the organization. As such, they are responsible for:

1. Acting with prudence and loyalty when making decisions affecting the investment portfolios.
2. Complying with federal and local laws, including NYPMIFA.
3. Developing appropriate investment policies.
4. Evaluating and appointing one or more investment managers to invest the organization's assets.
5. Deploying investment assets for their intended purposes.
6. Reviewing and monitoring the investment portfolios on a regular basis.

7. Reviewing the investment and spending policies on a regular basis.

The investment managers retained to invest the organization's assets are also fiduciaries with respect to the investment assets. As such it/they must:

1. Manage the portfolios on a discretionary basis within the bounds established by this policy statement.
2. Exercise voting rights for proxies on any securities held in the investment portfolios.
3. Provide periodic reporting of the balances, asset allocation, and performance of the portfolios.
4. Ensure adequate income is available when needed.
5. Notify the organization through its officers or Trustees of any material changes in the investment strategy.
6. Select a custodial firm to hold the organization's assets.

#### Time Horizon

Both accounts exist to meet the current and future spending needs of the library, so the investment portfolios have a time horizon that is effectively infinite. Accordingly, a long-term perspective is warranted when establishing investment programs.

The academic literature available on the investment industry overwhelmingly suggests short-term revisions to the investment policy are inappropriate and are likely to impair the odds of achieving the organization's investment objectives. Accordingly, while this policy should be reviewed regularly, it takes a long-term perspective and does not support short-term, ad hoc changes to the investment programs.

#### Endowment Fund:

##### Objectives

The endowment fund is a true endowment. As such, the principal value of the fund is restricted from invasion. The primary objective of the endowment, therefore, is to provide growth and income to meet the current and future spending needs of the library.

The corporate account's assets are unrestricted, making this a "board designated fund". However, it is the library's intent that this portfolio also be used to support current and future Capital and Operational needs, so it will effectively be treated the same as the endowment.

In order to preserve the long-term purchasing power of the portfolios, the investment return needs to exceed the annualized sum of the spending policy, inflation, and expenses; this is estimated at 8.0%."

##### Spending Policy

The goal of the spending policy is to provide a predictable stream of Capital or Operational funding while seeking to maintain the long-term purchasing power of the portfolios. As such, 4% of the average value over the trailing 20 quarters will be available for withdrawal annually from the endowment. While principal may be invaded from time to time, at the discretion of the board, in the corporate account, the



long-term spending policy will be the same as the endowment. The organization will rely on a total return strategy in which assets available for withdrawal will come from either capital appreciation and/or income.

The amount to be withdrawn from each account will be calculated on the first day of the new fiscal year and will then be segregated from the rest of the portfolios. It is then available to be spent by management in support of the library's mission.

#### Risk Tolerance

Capital market theory holds that risk and return are related; in order to realize higher returns, additional risk must be accepted. For the Southeast Steuben County Library, exposure to risky assets is required in order to achieve its return objectives. Also, the long-term investment horizon of these funds implies the ability to take on additional risk and ride out short-term market volatility. However, because the Capital or Operational budget depends on income from the portfolios, undue risk would be imprudent. A balanced approach is therefore required so the portfolios are able to achieve the growth they need without exposing them to excessive levels of market risk.

#### Asset Allocation

Because of the long-term investment horizon, return objectives, and income needs, stocks should make up the majority of the asset allocation for both portfolios. Bonds will provide income and help stabilize returns. Targets for specific asset classes are outlined below, and will be the same for the endowment and the corporate account.

Asset Class	Target Allocation
Large-Cap Stocks	33%
Mid-Cap Stocks	9%
Small-Cap Stocks	6%
International Stocks	12%
Alternative Investments	20%
Bonds	20%
Total	100%

A range of plus or minus five percentage points around these targets is acceptable before rebalancing must occur.

These asset classes may be further refined to include biases toward "growth" or "value" investment styles or sub categories such as emerging markets, developed markets, or various capitalization tiers in the international markets.

#### Monitoring/Review

Both accounts will be monitored regularly by the investment manager. The investment manager will meet with the Investment Committee or Board of Trustees at least annually to review investment performance and discuss other issues relevant to the investment funds.

This investment policy will be reviewed annually to ensure it remains relevant to the organization's needs. It is not expected that changes to the policy will be made often, and the long-term asset allocation plan should remain in place until the organization's needs change. The asset allocation plan should not be altered in reaction to short-term changes in the capital markets. Changes to the policy may be approved by a two thirds majority of the Board of Trustees.

#### Performance Reporting

Investment performance of both accounts will be measured on a time-weighted total return basis. Performance will be compared with appropriate capital market benchmarks to ensure adequate returns are being achieved net of all fees.

#### Restrictions

While the investment manager has discretion to purchase securities it believes are suitable to achieve the objectives described herein, the following types of securities and investment strategies are prohibited from being used unless included as part of a diversified alternative investment strategy using mutual funds:

Options

Futures

Commodities

Short-selling

Borrowing on margin/leverage

Hedge funds

If the manager wishes to employ any of these strategies, it may do so with prior written consent of the Board of Trustees.

#### **Adoption**

This document of investment and spending policies is hereby approved by the Board of Trustees of the Southeast Steuben County Library this \_\_\_\_ 16<sup>th</sup> day of \_\_\_\_\_, 2025



\_\_\_\_\_  
Jamie Curtis

## 8. Committee Updates

- Facilities Committee (Calvin)

Met with Hunt on January 7th to be informed of the progress of the parking lot project.

Went over the timeline for the project stages.

- Finance Committee (Jeff)

- **Finance Committee Minutes (Approved by Committee)**

1. **Budget/ Balance**—The end-of-year accruals are pending, but we should have some end-of-year funds as of now.

2. **FLX Transfer**—The committee recommends the following resolution to transfer FLX funds. The recommendation vote was passed with no objections.

3. **Tax Levy Resolution**- the Finance Committee recommends the following resolution: file updated to “Tax Levy Resolution.” **Recommendation vote:** Passed, no objections.

- **PR/Advocacy Committee** (Barb)

Will meet in February to discuss the website.

Discussed Advocacy Day in Albany. Lyndsie and Carol will be attending.

- **Fund Development Committee** (Louise)

Asked that all trustees donate before the end of the annual appeal in March.

- **Nominating Committee** (Barb)

Meeting in February.

- **Policy/ Personal Committee** (Barb)

Voted on a 30-hour new hire position for evenings and Saturdays. **Vote:** Passed, no objections.

Policy meeting in February.

The director evaluation is coming up.

- **Scholarship Committee** (Julie)

Add scholarship information to the new website scholarship information in mid-February.

- **Friends** (Julie/Pauline)

Friend Passed their budget.

Lyndsie gave the Friends the news about having a total of 60,189.44 dollars.

- **Strategic Planning** (Lyndsie)

Meeting on Thursday, January 23<sup>rd</sup>.

- **Additional comments:**

- African-American Read-in in February in the schools.

**ADJOURNED: 5:14 p.m.**

**NEXT BOARD MEETING: February 20th, 4:30 p.m., Southeast Steuben County Library, Conference Room.**

**DRAFT**

**BOARD OF TRUSTEES**

**LIBRARY DIRECTORS' REPORT FOR THE MONTH OF  
JANUARY MONTHLY REPORT  
PRESENTED THURSDAY FEBRUARY 20, 2025**

	<b>JAN 2025</b>	<b>JAN 2024</b>	<b>YTD 2025</b>	<b>YTD 2024</b>
<b>Patrons</b>	<b>11,377</b>	<b>10,928</b>	<b>11,137</b>	<b>10,928</b>
<b>Children's program attendance</b>	<b>2,228</b>	<b>2,029</b>	<b>2,228</b>	<b>2,029</b>
<b>YA program attendance</b>	<b>PENDING</b>	<b>76</b>	<b>PENDING</b>	<b>76</b>
<b>Adult program attendance</b>	<b>516</b>	<b>498</b>	<b>516</b>	<b>498</b>
<b>Circulation</b>	<b>11,179</b>	<b>11,158</b>	<b>11,179</b>	<b>11,158</b>
<b>PC use</b>	<b>573</b>	<b>551</b>	<b>573</b>	<b>551</b>
<b>Digital Literacy</b>	<b>344</b>	<b>468</b>	<b>344</b>	<b>468</b>
<b>Wifi*</b>	<b>5,580</b>	<b>5,518</b>	<b>5,580</b>	<b>5,518</b>
<b>Creation Station</b>	<b>PENDING</b>	<b>17</b>	<b>PENDING</b>	<b>17</b>
<b>Digital circulation</b>	<b>7,240</b>	<b>5,976</b>	<b>7,240</b>	<b>5,976</b>
<b>Databases</b>	<b>246</b>	<b>218</b>	<b>246</b>	<b>218</b>

**Children's Department Stats for January 2025**

**In House**

Storytime with Miss Sue (Sue)

4 programs

118 attendees

Miss Sue's Preschool Storytime (Sue)

4 programs

128 attendees

Dragon Appreciation Day (Sue and Angel)

1 program

31 attendees

Crafty Corner (Angel)

4 programs

78 attendees

Carder Kindergarten-after their trip to the Rockwell-Native American stories and a craft (Sue)

4 programs

64 attendees

Winfield Kindergarten-after their trip to the Rockwell-Native American stories and a craft (Sue)

2 programs

39 attendees

MiniMaker (Angel)

1 program

17 attendees

Boy Scouts Reading Merit Badge work (Sue)

1 program

9 attendees

Brick by Brick (Sue)

1 program

29 attendees

Friday Movie (children's staff)

3 programs

59 attendees

Family Trivia and Dinner (Sue)

1 program

23 attendees

Skate n' Flick (Sue with partnership with City Parks and Rec)

1 skating program

159 attendees

1 movie program

70 attendees

WSKG (Sue with their partnership)

1 program

22 attendees

Tween Time (Sue)

3 programs

15 attendees

Hot Cocoa Painting (Sue and Angel)

1 program

36 attendees

Lunar New Year (Sue with a volunteer)

1 program

73 attendees

Artsy Kids (Angel)

4 programs

85 attendees

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

4 programs

210 attendees

Kids Explore Homeschool Group Animals in Winter (Sue with Chemung River Friends)

1 program

33 attendees

**Marissa's Outreach**

Corning Children's Center East

3 programs

63 attendees

Corning Children's Center West

2 programs

26 attendees

Special Needs Class at CPP High School

1 program

8 attendees

Head Start at Gregg

2 programs

23 attendees

Ready, Set, Grow

3 programs

46 attendees

**Pauline's Outreach with Rotary**

Severn

1 program

97 attendees

**Sue's Outreach**

Lil' Rockwell in partnership with The Rockwell

1 program

28 attendees

Head Start at Carder



2 programs

32 attendees

Once Upon a Time

1 program

22 attendees

Corning Christian Academy

1 program

16 attendees

Weekday Preschool

1 program

25 attendees

Gregg Kindergarten and 1<sup>st</sup> grade storytime

2 programs

67 attendees

Kingsway Academy

1 program

33 attendees

Severn Kindergarten

1 program

43 attendees

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

1 program

17 attendees

Gregg 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> booktalks

2 programs

114 attendees

**Children's Department Totals**

69 programs

2,228 attendees

**End Notes**

269 Reference Questions answered

**Items weeded 166**

**Items added 894**

**Collection total 134,462**

**Patron Registration 82**

**Fees \$ 748.58**

**Friends \$ 470**

**Reference questions ref 674 /circ 607 and children 269 = 1,550**

**JANUARY 2025 Meeting Room Statistics**

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

In terms of Events	Patron Sponsored	Patron Attend.	Staff Sponsored	Total Events
Conference	25	107	19	44
Com. Small	16	94	8	24
Com. Large*	3	6	2	5
Com. Full	1	31	4	5
<b>Totals</b>	<b>45</b>	<b>238</b>	<b>33</b>	<b>78</b>

**VOLUNTEERS-For the month of January 2025**

Number of Volunteers: 88

Total Volunteer Hours: 347.75

Average Hours/Volunteer: 3.95

**For the month of January 2024**

Number of Volunteers: 84

Total Volunteer Hours: 405.5

Average Hours/Volunteer: 4.83

**Adult Services Report, January 2025**

*Services*

There was a total of **674 reference questions** answered at the reference desk and **607 reference questions** recorded at the circulation desk in January.

**Total Reference Questions Recorded: 1282**

**Computer Usage In-House by Municipality**

Campbell: 4

Caton: 2

Town of Corning: 25

City of Corning: 99

Erwin (including P. Post & Cooper's Plains): 18

Hornby: 3

Lindley: 6

Other NY: 24

Out of State: 2

Adult Program Attendance: **516 people**

Number of Programs: **43 programs**

**Heritage Quest Usage: 93 unique searches in January 2025**

**Library Speakers Consortium Author Talks**

**January 1 – 30, 2025**

Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Average NPS (1-10) (?)
7	2	1131	1131	1133	0

Name	Event Date	Total Registrations (?)	Total Live Views (?)	Unregistered Archive Views (?)	Total Archived Views (?)	Total Views (?)	Avg NPS (?)
An Inside Look at Working with a Literary Agent: A Conversation with Seth Fishman	2025-01-28	1	1	3	3	4	0
Notes on Modern Irrationality with Bestselling Author Amanda Montell	2025-01-23	2	0	6	6	6	0
The Magic of Found Family: In Conversation with Author TJ Klune	2025-01-16	4	1	30	30	31	0

### Storymusing Book Reviews

*As Long As I'm Down Here, I Might As Well Put On My Shoes: A Memoir* by Sandra Justice Hall – 13 views

Total blog views for January: 1,592 views

### Books Sandwiched In: “How to Read a Book” by Monica Wood

01/08/2025

45 attendees

**Books Sandwiched In: “That Librarian” by Amanda Jones**  
**01/15/2025**  
**52 attendees**

**Books Sandwiched In: “North Woods” by Daniel Mason**  
**01/29/2025**  
**58 attendees**

**Anxious Generation Presentation at CPP Schools**  
**1/28/25**  
**35 people**

**Lowtek Indoor Mushroom Cultivation with Sam Warren**  
**1/11/25**

**14 people** joined us for an informative program on the basics of mushroom propagation with an emphasis on safety and reducing contamination.

**Scrabble**  
**Tuesdays at 1 pm**  
1/7: 4 people  
1/14: 3 people  
1/21: 5 people  
1/28: 6 people

**Mah Jongg**  
**Wednesdays at 1 pm**  
1/8: 14 people  
1/15: 10 people  
1/22: 12 people  
1/29: 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.  
1/8: 16 people  
1/15: 17 people  
1/22: 18 people  
1/29: 18 people

**Adult D&D Gaming Group**  
**Jan 8th: 7**  
**Jan 10th: 6**

**Jan 15th: 9**

**Jan 17th: 7**

**Jan 29th: 11**

**Jan 31st: 6**

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

**4 people** met to talk about books with the theme of *Replay*. The theme for next month is *Elementals*.

### **Crafting with Kimberly**

1/13/25

**18 people** met to reimagine donated bulletin boards into something more fashionable and colorful.



### **Makerspace Usage from Kayla**

*From Maryalice*

**2025 January Coffee, Tea & English Summary (two groups in person, one virtual)**

**12 people** participated in the **2 in-person sessions** of the VOCABULARY class representing 3 countries (Morocco, Russia, and 2 new people from Venezuela). [On two other regularly

scheduled days, the weather was so cold for our international participants to attend, as they usually walk to the library.] We reviewed idioms and verbal phrases and completed exercises from the language game *Word Up*. For the new Venezuelans, we used a translation tool to share information, as they have been here for less than two weeks and do not speak much English. Fortunately, our participant from Morocco speaks Spanish (as well as Arabic). They, along with their two children, have been sponsored by a local church.

**17 people** participated in the **3 in-person sessions** of the CONVERSATION group representing 6 countries (Russia, Morocco, one new person visiting from China, and two new people from Venezuela). We discussed natural disasters and natural beauty, learned about China, and guest speaker Michelle Wells reviewed library resources for resume writing.

**21 people** participated in the **4 virtual sessions** of the BOOK CLUB representing 5 countries (Russia, Pakistan/Missouri, France, China, Morocco, 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 14.

### **January 2025 Volunteer & Staff Zoom Summary**

31 people met over 4 weekly Zoom sessions in January 2025 to discuss articles about how a robbery was averted thanks to a good book; smells that evoke memories; a football player reading *Inner Excellence* on the sidelines; the lost art of hand written letters; preparing to build the current library building (from 1972), doing historical fiction research; new historical fiction mysteries; and to do quizzes about documents that changed the world, choose the elements and find a mystery, and mystery detective characters; and to talk about what we are currently reading.

### **January 2025 Outreach Report**

Books by Mail: 1 person at the Corning Center (deceased in Jan)

Checked out: 0

Returned: 6

Books on Wheels: 4 people

Checked out: 6

Returned: 6

Total: 5 people

Checked out: 6

Returned: 12

Outreach events: 0 events

### **Digital Stats from Linda**

**Stats Month 2025**

**Hoopla Stats**

No. Patrons Who Borrowed Content	428
New Patron Accounts	35
No. Circulated Titles	1,644
Funds Spent in month	\$3,925.20

**Breakdown of Hoopla Funds Spent in 2025**

Jan-25	\$3,925.20
Total of Funds Spent 2025 Through End of Last Month	\$3,925.20

**Breakdown of Hoopla Circulated Items**

	<b>Formats</b>	<b>Cost</b>	<b>Number of Format Checkouts</b>
	Audiobooks	\$2,587.52	931
	Binge Passes	\$92.72	28
	Comics	\$98.64	87
	eBooks	\$617.66	345
	Movies	\$320.07	130
	Music	\$60.10	40
	TV Shows	\$148.49	83
	Total Cost	\$3,925.20	1644

**January Programs**

Book Club for Adults	9
Monthly Matinee	19
Tech Appointments	2

**Blog Stats**

Tech & Book Talk Views	380
Corning NY History Views	1,777
SSL Book Club for Adults Views	74
Mango Sessions	140



### Overdrive

Overdrive Checkouts	3,934
OWWL Checkouts	209
FLLS Checkouts	142
Magazines (formerly RB Digital)	1,311

### Digital Help-Reference Desk Sessions and Questions

Total Number of Sessions and Questions	344
Basic Computer Help	186
Multimedia	88
Research Training	34
Workforce Development	13
Out of System Interlibrary Loan Requests	23
Tech Coaching Sessions	14 + 2 for Linda + for Kayla = 16?

### Lynda / LinkedIn Learning

January log-ins	13
Total hours of content viewed	20

### 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
Books Sandwiched In	Offsite/Live			155 people in 3 sessions
Books Sandwiched In	Virtual	Recorded	Youtube	319 views of 3 videos
Anxious Generation Presentation at CPP Schools	Offsite	Live		35 people in 1 session
Lowtek Indoor Mushroom Cultivation with Sam Warren	Onsite	Live		14 people in 1 session
Crafting with Kimberly	Onsite	Live		18 people in 1 session
Crafting with Kimberly	Onsite	Recorded	Youtube	N/A

Crafting with Kimberly	Kits			N/A
Other kits put out				0
Scrabble Tuesdays	Onsite	Live		18 in 4 sessions
Mah Jongg Wednesdays	Onsite	Live		46 in 4 sessions
Corning Area Writers Group Wednesdays	Onsite	Live		69 in 4 sessions
Coffee Tea & English Conversation	Onsite	Live		17 people in 3 sessions
Coffee Tea & English <b>Vocab</b>	Onsite	Live		12 people in 2 sessions
Coffee Tea & English <b>Book Club</b>	Onsite	Live		21 people in 4 sessions
Volunteer & Staff	Virtual	Live	Zoom	31 people 4 in sessions
Adult Book Club	Onsite	Live		9 people in 1 session
January Monthly Matinee	Onsite	Live		19 people in 1 session
Sticky Notes Thematic Book Club	Virtual	Live	Zoom	4 people in 1 session
Library Consortium Speakers	Virtual	Live	LSC	2 people for 3 sessions
Adult D&D	Onsite	Live		46 people in 6 sessions
LSC video views				39 views of 3 programs within 30 days
Outreach people served – books on wheels, books by mail				5 people served
Notary Services				

# **SSCL 2025-2027\***

## **Strategic Plan**

### **Vision/Purpose**

**The Southeast Steuben County Library is a community space in which everyone is welcome and provided an opportunity to explore their intellectual and creative curiosity.**

**By partnering with individuals and community organizations, we provide access to information and empower people of all ages to contribute to a more equitable community. We affirm the American Library Association's Bill of Rights, and denounce all forms of censorship.**

### **Mission**

**The Southeast Steuben County Library provides free and open access to collections, electronic resources, and innovative services which anticipate, support, and respond to the ever-changing informational, cultural, and leisure needs of all people in our community.**

### **Staff Goals**

1. Each department will do at least two programs/ outreach events per year to reach currently underserved and unreached populations. Populations will be identified collaboratively by department heads and the director. (Department heads + staff)
2. Develop and execute a multi-media marketing plan. (Leadership and opt-in staff participation to form committee)
3. Create an expansive onboarding procedure for new staff, including cross-training among departments. (Leadership staff and department heads)
4. Create new cardholder welcome packets and orientation. (Circulation and reference departments, with input from other departments)
5. Create a long term technology plan, including budgeting. (IT team)

### **Board Goals**

1. Create a sustainability plan that proactively addresses needs that may arise with climate change. (Policy and Personnel Committee, Facilities Committee, Finance Committee)
2. Create a diversity, equity, and inclusion statement. (Policy and Personnel Committee, PR and Advocacy Committee)
3. Review and revive fund development strategies by prioritizing donor cultivation and stewardship. (Fund Development Committee, PR and Advocacy Committee)
4. Review and update the 10-Year Facility Plan, and develop financial projections. (Facilities Committee, Finance Committee)

5. Perform annual review of tenant leases and use of space scenarios. (Facilities Committee, Finance Committee, all board)
6. Forecast and plan for incremental annual increases to the tax levy to support operations and to allow for growth of capital and operational reserves. (Finance Committee, PR and Advocacy Committee)
7. Plan and budget for needed staff increase of 2 full-time equivalent positions. (Finance Committee, Policy and Personnel Committee)
8. Create an onboarding program to orient new board members and encourage involvement. (Nominating Committee)

\*Possibility to extend strategic plan for two additional years with the addition of new goals, as needed

# Southeast Steuben County Library

## Budget vs. Actuals:

January 2025

	Jan. Budget vs Actual			
	Actual	Budget	over Budget	2025 Budget
<b>Income</b>				
<b>4000 Public Funds</b>				
4005 Tax Levy	739,560	739,560	0	1,479,119
<b>Total 4000 Public Funds</b>	<b>\$ 739,560</b>	<b>\$ 739,560</b>	<b>\$ 0</b>	<b>1,479,119</b>
<b>4100 Grants/Donations</b>				
4110 County Grants		0	0	20,973
4111 NYS Grants		0	0	7,147
4120 Other Grants		0	0	3,000
4130 Fund Raising/Donations	95	325	-230	3,000
4140 Memorials/Honors	100	125	-25	1,000
4150 Friends of the Library		0	0	47,000
4155 Annual Appeal	7,455	8,000	-545	65,000
4165 Corning Enterprises		0	0	25,000
4185 Matching Funds	2,963	750	2,213	5,000
4190 Community Foundation	38,900	38,900	0	38,900
<b>Total 4100 Grants/Donations</b>	<b>\$ 49,513</b>	<b>\$ 48,100</b>	<b>\$ 1,413</b>	<b>216,020</b>
<b>4300 Service Fees</b>				
4310 Fees	1,468	1,000	468	10,000
4320 Copier Fees	356	375	-19	5,000
<b>Total 4300 Service Fees</b>	<b>\$ 1,824</b>	<b>\$ 1,375</b>	<b>\$ 449</b>	<b>15,000</b>
<b>4400 Other Revenue</b>				
4401 HS Learning Center PR reimburse		200	-200	7,900
4404 STLS Job Share Reimbursement		0	0	29,000
<b>Total 4400 Other Revenue</b>	<b>\$ 0</b>	<b>\$ 200</b>	<b>-\$ 200</b>	<b>36,900</b>
<b>Total Income</b>	<b>\$ 790,896</b>	<b>\$ 789,235</b>	<b>\$ 1,662</b>	<b>1,747,039</b>
<b>Gross Profit</b>	<b>\$ 790,896</b>	<b>\$ 789,235</b>	<b>\$ 1,662</b>	<b>1,747,039</b>

**Southeast Steuben County Library**  
**Budget vs. Actuals:**  
 January 2025

	Jan. Budget vs Actual			
	Actual	Budget	over Budget	2025 Budget
<b>Expenses</b>				
<b>5000 Payroll</b>				
<b>5010 Wages</b>	67,893	101,348	-33,455	878,357
<b>5020 Payroll Service</b>	591	820	-229	5,100
<b>Total 5000 Payroll</b>	<b>\$ 68,485</b>	<b>\$ 102,168</b>	<b>-\$ 33,683</b>	883,457
<b>5100 Payroll Taxes, Benefits,&amp; Ins.</b>				
<b>5110 Retirement</b>	5,461	3,024	2,437	26,197
<b>5112 Retirement Fees</b>		0	0	10,400
<b>5120 FICA/Medicare</b>	5,054	7,664	-2,610	66,429
<b>5130 Insurance-Worker's Comp.</b>	1,265	1,750	-485	7,000
<b>5140 Insurance-Disability</b>	-47	125	-172	500
<b>5145 Paid Family Leave</b>	-263	500	-763	1,000
<b>5150 Insurance-Medical Ins.</b>	5,847	6,750	-903	81,000
<b>5152 Insurance-Dental/Vision</b>	2,124	1,500	624	3,000
<b>5153 HSA</b>	4,235	4,500	-265	4,500
<b>5160 Insurance-Unemployment</b>	684	675	9	2,700
<b>5163 Insurance-Life</b>	379	390	-11	780
<b>5165 Employee Assist. Prog.</b>	780	775	5	775
<b>Total 5100 Payroll Taxes, Benefits,&amp; Ins.</b>	<b>\$ 25,518</b>	<b>\$ 27,653</b>	<b>-\$ 2,135</b>	204,282
<b>6000 Facilities</b>		0	0	
<b>6020 Cleaning</b>	1,872	2,050	-178	28,000
<b>6025 Janitorial Supplies</b>		0	0	2,790
<b>6030 Maintenance &amp; Repair-Building</b>		3,025	-3,025	36,300
<b>6040 2nd Floor Maintenance</b>	1,500	1,500	0	18,000
<b>6060 Utilities</b>		3,750	-3,750	45,000
<b>6070 Maintenance Contracts</b>	325	300	25	27,000
<b>6080 Insurance - Library</b>	6,956	7,550	-594	30,500
<b>Total 6000 Facilities</b>	<b>\$ 10,653</b>	<b>\$ 18,175</b>	<b>-\$ 7,522</b>	187,590

1st PR in Jan. paid in Dec.

**Southeast Steuben County Library**  
**Budget vs. Actuals:**  
 January 2025

	Jan. Budget vs Actual			
	Actual	Budget	over Budget	2025 Budget
<b>7000 Library Materials/Services</b>				
7010 Books	1,266	3,350	-2,084	36,000
7015 Memorial/Honor Books	79	50	29	1,000
7020 Periodicals	685	1,400	-715	5,500
7030 Audio-visuals	440	300	140	5,000
7036 Digital Content	36,520	36,000	520	77,000
7040 Electronic Resources	8,620	8,600	20	12,500
7043 Computer Equipment	10,644	11,000	-356	28,150
7044 IT Contracts-Public Computers		2,510	-2,510	30,125
7045 Public Internet	644	800	-156	11,000
7046 Computer Software & Access.	8,497	1,500	6,997	10,500
7047 Copier Expense-Public	120	150	-30	1,800
7050 Cost Share Fees	53,365	53,365	0	53,365
7070 Library Supplies	866	700	166	7,500
7075 Book Processing Fees	79	400	-321	4,000
7080 Library Furnishings		100	-100	15,000
<b>Total 7000 Library Materials/Services</b>	<b>\$ 121,825</b>	<b>\$ 120,225</b>	<b>\$ 1,600</b>	298,440
<b>7200 Library Programs</b>				
7210 Children's Programs	352	750	-398	7,120
7215 Y/A Programs	366	300	66	7,000
7220 Volunteer's	150	0	150	750
7225 Adult Programs	35	250	-215	5,750
7235 Coffee Tea & English		150	-150	750
7240 Grant Programs	1,195	0	1,195	2,500
7241 Digital Literacy Program	505	350	155	3,500
7242 Outreach Programs	48	250	-202	4,000
7275 Program Mileage Expense		25	-25	750
<b>Total 7200 Library Programs</b>	<b>\$ 2,650</b>	<b>\$ 2,075</b>	<b>\$ 575</b>	32,120

# Southeast Steuben County Library

## Budget vs. Actuals:

January 2025

	Jan. Budget vs Actual			
	Actual	Budget	over Budget	2025 Budget
<b>8000 Administration &amp; General</b>				
8005 Advertising	40	50	-10	5,000
8010 Bank Fees	201	125	76	1,350
8015 Collection Fees	62	60	2	750
8017 Dues/Memberships		500	-500	2,500
8025 Insurance - Liability Director	1,490	1,625	-135	6,500
8041 Computer Software & Access.	2,834	1,000	1,834	7,500
8043 Copier Expense-Office	354	475	-121	5,700
8046 Postage		100	-100	1,200
8048 Equipment Lease	150	100	50	1,200
8050 Professional-Audit/Actg		0	0	20,000
8062 IT Contracts		625	-625	7,500
8063 Computer Equipment	1,762	1,800	-38	7,000
8065 Professional-Legal		250	-250	5,000
8070 Supplies-Office	840	450	390	5,000
8080 Telephone		80	-80	1,000
8082 Internet		0	0	400
8083 Web Design/Maintenance	248	100	148	3,000
8085 Training/Conferences	1,179	0	1,179	3,550
8086 Continuing Education		0	0	2,000
<b>Total 8000 Administration &amp; General</b>	<b>\$ 9,160</b>	<b>\$ 7,340</b>	<b>\$ 1,820</b>	86,150
<b>8100 Other Expense</b>				
8130 Miscellaneous	299	372	-73	5,072
8195 Fund Raising		0	0	2,000
8198 Scholarship		0	0	3,000
<b>Total 8100 Other Expense</b>	<b>\$ 299</b>	<b>\$ 372</b>	<b>-\$ 73</b>	10,072
<b>8300 Capital</b>				
8345 HVAC Loan	1,480	1,500	-20	18,000
8347 EIDL Loan	2,244	2,244	0	26,928
<b>Total 8300 Capital</b>	<b>\$ 3,724</b>	<b>\$ 3,744</b>	<b>-\$ 20</b>	44,928
<b>Total Expenses</b>	<b>\$ 242,314</b>	<b>\$ 281,752</b>	<b>-\$ 39,438</b>	1,747,039
<b>Net Operating Income</b>	<b>\$ 548,582</b>	<b>\$ 507,483</b>	<b>\$ 41,099</b>	0
<b>Net Income</b>	<b>\$ 548,582</b>	<b>\$ 507,483</b>	<b>\$ 41,099</b>	



**Southeast Steuben County Library  
Profit & Loss Budget Performance  
January 2025**

	Jan 25	Budget	Jan 25	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
Income					
5100 Rental Income	4,300.61	4,300.61	4,300.61	4,300.61	53,107.32
Maintenance Income	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
<b>Total Income</b>	<b>5,800.61</b>	<b>5,800.61</b>	<b>5,800.61</b>	<b>5,800.61</b>	<b>71,107.32</b>
Gross Profit	5,800.61	5,800.61	5,800.61	5,800.61	71,107.32
Expense					
Administrative					
Insurance	0.00	0.00	0.00	0.00	0.00
Management Fee	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
Miscellaneous	6.67	16.67	6.67	16.67	200.00
<b>Total Administrative</b>	<b>1,206.67</b>	<b>1,216.67</b>	<b>1,206.67</b>	<b>1,216.67</b>	<b>14,600.00</b>
Custodial					
Contracted Services	626.00	604.00	626.00	604.00	7,248.00
Supplies	384.97	155.00	384.97	155.00	1,860.00
<b>Total Custodial</b>	<b>1,010.97</b>	<b>759.00</b>	<b>1,010.97</b>	<b>759.00</b>	<b>9,108.00</b>
Interest Expense	0.00	0.00	0.00	0.00	1,500.00
Repairs and Maintenance					
Elevator Contract OTIS	0.00	0.00	0.00	0.00	8,523.00
Elevator Maintenance	0.00	94.16	0.00	94.16	1,130.00
Emergency Equipment	183.90	700.33	183.90	700.33	8,404.00
General Repairs/Maint	461.19	777.66	461.19	777.66	9,332.00
HVAC Repairs	0.00	0.00	0.00	0.00	8,500.00
<b>Total Repairs and Maintenance</b>	<b>645.09</b>	<b>1,572.15</b>	<b>645.09</b>	<b>1,572.15</b>	<b>35,889.00</b>
Services					
Landscaping	0.00	0.00	0.00	0.00	3,500.00
Security Johnson Controls	0.00	0.00	0.00	0.00	5,000.00
Snow Removal	0.00	1,900.00	0.00	1,900.00	5,000.00
<b>Total Services</b>	<b>0.00</b>	<b>1,900.00</b>	<b>0.00</b>	<b>1,900.00</b>	<b>10,000.00</b>
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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>2,862.73</b>	<b>5,447.82</b>	<b>2,862.73</b>	<b>5,447.82</b>	<b>71,097.00</b>
<b>Net Ordinary Income</b>	<b>2,937.88</b>	<b>352.79</b>	<b>2,937.88</b>	<b>352.79</b>	<b>10.32</b>
<b>Net Income</b>	<b>2,937.88</b>	<b>352.79</b>	<b>2,937.88</b>	<b>352.79</b>	<b>10.32</b>

**Southeast Steuben County Library**  
**Balance Sheet**  
**As of January 31, 2025**

	Jan 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1120 Checking @ Chemung Canal	346.26
Total Checking/Savings	346.26
Accounts Receivable	
Accounts Receivable	15,907.98
Total Accounts Receivable	15,907.98
Total Current Assets	16,254.24
<b>TOTAL ASSETS</b>	<b>16,254.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	1,325.36
Accounts Payable	1,325.36
Total Accounts Payable	1,325.36
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	55,311.87
Total Liabilities	55,311.87
Equity	
Unrestricted Net Assets	-41,995.51
Net Income	2,937.88
Total Equity	-39,057.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,254.24</b>

**Account Balances: Checking, Savings, Investments & Loans**  
**As of 1/31/2025**

<b>BANK ACCOUNTS</b>	
<b>FINANCIAL INSTITUTION:</b>	<b>AMOUNT</b>
CHEMUNG CANAL TRUST COMPANY: <i>Includes Endowment T-fer \$251,894.94</i>	\$ 862,454
CORNING CREDIT UNION: Operational Reserve	\$ 75,831
COMMUNITY BANK:	
- Capital Reserve :	\$ 99,438
- Construction Grant Funds: <i>NYS Construction Aid-Generator</i>	\$ 52,615
<b>TOTAL BANK BALANCE</b>	<b>\$ 1,090,338</b>

<b>INVESTMENTS</b>		
	Previous Mo.	Current Mo.
CHARLES SCHWAB (BOARD DESIGNATED)	\$ 3,274,467	
CHARLES SCHWAB (ENDOWMENT)	\$ 3,598,744	
<b>INVESTMENT TOTAL</b>		<b>\$ -</b>

<b>TOTAL ALL ACCOUNTS</b>	<b>\$ 1,090,338</b>
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<b>LOANS</b>	
Chemung Canal Trust Company - HVAC LOAN 3.75% Interest, Maturity Date 8/2040	\$ 209,392
EIDL LOAN: 2.75% interest, Deferred payment until 8/2024	\$ 526,731
<b>TOTAL LOANS OUTSTANDING</b>	<b>\$ 736,123</b>

<b>OTHER RELATED FUNDS</b>	
COMMUNITY FOUNDATION (as of 12/31/2024)	
LIBRARY SERVICE FUND	\$ 1,112,875

**2025 NY Construction Aid Grant Transfer**

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 February 20, 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:

Transfer the New York Library Construction Aid funds for the Generator Project currently, held in the Construction Grant Account at Community Bank, Corning N.Y. in the amount of \$52,615 to the Capital Reserve account held at Community Bank, Corning, N.Y.

WITNESS my hand as Secretary of the Corporation this February 20, 2025

Secretary, Jamie Curtis

Signature: \_\_\_\_\_ date: \_\_\_\_\_

**2025 Operation to Capital Reserve Transfer**

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 February 20, 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:

Transfer funds currently being held in the Operational Account held at Chemung Canal Trust, Corning N.Y. in the amount of \$251,894.94 to the Capital Reserve account held at Community Bank, Corning, N.Y.

WITNESS my hand as Secretary of the Corporation this February 20, 2025

Secretary, Jamie Curtis

Signature: \_\_\_\_\_ date: \_\_\_\_\_