

Account		Budget	YTD Actuals		March (25%)	Remaining	
Revenue							
5000100	LIBRARY COPY FEES	13,000	3,191	25%	1,242	9,809	75%
5000177	RENTALS & FEES	7,200	1,800	25%	600	5,400	75%
5000189	OTHER LOCAL GOVERNMENTS	879,589	522	0%	0	879,067	100%
5000312	RENTAL CHARGEBACKS	49,000	0	0%	0	49,000	100%
5000426	MISCELLANEOUS	6,900	677	10%	335	6,223	90%
5000451	INTEREST AND EARNINGS	20,000	0	0%	0	20,000	100%
5000470	VENDING MACHINE	1,000	69	7%	69	931	93%
5000531	GIFTS AND DONATIONS	300	0	0%	0	300	100%
5000546	Trust Account Inflows	200	0	0%	0	200	100%
5000562	TRANSFER FROM GENERAL FUND	1,427,325	0	0%	0	1,427,325	100%
5000569	TRANSFER - DEBT SERVICE FUND	1,915	0	0%	0	1,915	100%
5000808	OTHER STATE AID	92,000	0	0%	0	92,000	100%
5000952	ARRA DEBT REIMBURSEMENT	85	0	0%	0	85	100%
Total		2,498,514	6,259	0%	2,245	2,492,255	100%

Balances	
3150899 FUND BALANCE	777,153
4660036 TRUST FUND	12,669
8990001 CAPITAL BALANCE	38,059
8990001 PROJECT BALANCE	477,111
<b>subtotal (Library funds)</b>	<b>1,304,992</b>
GRANT BALANCE (Friends)	84,132
	<b>1,389,124</b>

Account		Budget	YTD Actuals		March (25%)	Encumbered	Remaining	
Salaries								
6001000	SALARIES FULL-TIME	1,028,661	204,186	20%	78,288		824,475	80%
6001001	SALARIES PART-TIME	159,571	30,097	19%	11,064		129,474	81%
6001002	SALARIES TEMPORARY	11,122	8,761	79%	2,737		2,362	21%
6001003	SALARIES OVERTIME	0	343		0		-343	
Total		1,199,354	243,387	20%	92,089		955,967	80%

<b>Contractual Expenditures</b>									
6004012	OFFICE SUPPLIES	2,060	527	26%	0	1,973	96%	-440	-21%
6004021	BLDG MAINTENANCE SUPPLIES	1,030	0	0%	0	750	73%	280	27%
6004022	FUEL AND HEATING SUPPLIES	22,000	7,152	33%	2,237	0	0%	14,848	67%
6004023	BLDG AND GROUNDS SUPPLIES	4,429	184	4%	43	2,666	60%	1,579	36%
6004048	MISC OPERATIONAL SUPPLIES	4,000	0	0%	0	0	0%	4,000	100%
6004055	COMPUTER SOFTWARE AND SUPPLIES	72,461	2,243	3%	2,243	0	0%	70,218	97%
6004056	COMPUTER EQUIPMENT(NON CAPITAL)	3,000	0	0%	0	0	0%	3,000	100%
6004070	BOOKS ADULT SERVICES	69,577	14,769	21%	5,705	48,017	69%	9,510	14%
6004071	JUVENILE BOOKS	55,620	14,298	26%	6,488	29,875	54%	12,405	22%
6004073	SUBSCRIPTIONS	9,700	0	0%	0	0	0%	9,700	100%
6004074	AUDIOVISUAL MATERIALS	25,000	3,852	15%	2,021	20,792	83%	356	1%
6004075	ELECTRONIC ACCESS MATERIALS	53,450	18,785	35%	14,100	0	0%	34,665	65%
6004100	POSTAGE AND FREIGHT	1,400	454	32%	16	0	0%	946	68%
6004105	DUES AND MEMBERSHIPS	1,500	0	0%	0	0	0%	1,500	100%
6004112	BLDG GROUNDS AND EQUIP REPAIR	3,000	0	0%	0	1,250	42%	1,750	58%
6004113	WATER AND SEWAGE CHARGES	3,200	0	0%	0	0	0%	3,200	100%
6004115	ELECTRIC CURRENT	60,000	11,605	19%	1,585	0	0%	48,395	81%
6004117	BUILDING AND GROUNDS EXPENSES	42,244	2,064	5%	1,255	8,728	21%	31,452	74%
6004136	OPERATIONAL EQUIPMENT REPAIRS	3,090	0	0%	0	0	0%	3,090	100%

6004137	ADVERTISING AND PROMOTION EXPE	3,000	747	25%	253	0	0%	2,253	75%
6004138	OTHER OPERATIONAL EXPENSES	20,000	4,833	24%	2,006	8,832	44%	6,335	32%
6004160	MILEAGE AND PARKING-LOCAL	700	53	8%	0	0	0%	648	93%
6004161	TRAVEL HOTEL AND MEALS	2,000	0	0%	0	0	0%	2,000	100%
6004162	EDUCATION AND TRAINING	2,000	750	38%	60	0	0%	1,250	63%
6004193	HARDWARE MAINTENANCE	9,025	3,000	33%	3,000	0	0%	6,025	67%
6004196	COPYING MACHINE RENTALS	10,000	2,145	21%	715	0	0%	7,855	79%
6004504	OTHER FINANCIAL SERVICES	4	0	0%	0	0	0%	4	100%
6004573	OTHER FEES FOR SERVICES	6,000	251	4%	237	0	0%	5,749	96%

**Total    489,490       87,711       18%       41,963    122,884       25%    282,572       58%**

Chargebacks									
6004602	INSURANCE PREMIUM CHARGEBACK	26,606	0	0%	0			26,606	100%
6004604	DPW SECURITY CHARGEBACKS	125,080	0	0%	0			125,080	100%
6004606	TELEPHONE BILLING ACCOUNT	5,882	0	0%	0			5,882	100%
6004609	DATA PROCESSING CHARGEBACKS	57,499	0	0%	0			57,499	100%
6004617	DUPLICATING/PRINTING CHARGEBAC	92	0	0%	0			92	100%
6004618	OFFICE SUPPLIES CHARGEBACK	6	0	0%	0			6	100%
6004619	BUILDING SERVICE CHARGEBACK	5,000	0	0%	0			5,000	100%
<b>Total</b>		<b>220,165</b>	<b>0</b>	<b>0%</b>	<b>0</b>			<b>220,165</b>	<b>100%</b>

Debt									
6006000	PRINCIPAL ON SERIAL BONDS	7,123	0	0%	0			7,123	100%
6006001	PRINCIPAL ON BANS	67,577	0	0%	0			67,577	100%
6007000	INTEREST ON SERIAL BONDS	212	0	0%	0			212	100%
6007001	INTEREST ON BANS	10,923	0	0%	0			10,923	100%
<b>Total</b>		<b>85,835</b>	<b>0</b>	<b>0%</b>	<b>0</b>			<b>85,835</b>	<b>100%</b>

Benefits									
6008001	STATE RETIREMENT	152,059	26,998	18%	9,603			125,061	82%

6008002	SOCIAL SECURITY	91,751	17,735	19%	6,713		74,016	81%
6008004	WORKERS COMPENSATION	6,889	1,722	25%	1,722		5,167	75%
6008006	LIFE INSURANCE	190	25	13%	9		165	87%
6008007	HEALTH INSURANCE	163,740	35,495	22%	13,292		128,245	78%
6008009	RETIREE HEALTH INSURANCE	328,156	53,362	16%	0		274,794	84%
6008012	EMPLOYEE TUITION REIMBURSEMENT	3,500	0	0%	0		3,500	100%
6008014	NYS ERS VDC EXPENSE	7,385	1,500	20%	566		5,885	80%
Total		753,670	136,837	18%	31,904	616,833 82%		
Salary and benefits		1,953,024	380,225	19%	123,994	1,572,799 81%		
Total expenses		2,748,514	467,935	17%	165,957	122,884	4%	2,161,372 79%

Account		Approved total	Revenue received		Revenue outstanding		Encumbered		Spent		Remaining	
Active BCPL Projects & Grants												
6004117	STATE CONSTRUCTION AID - 2022	378,023	340,221	90%	37,802	10%	0	0%	0	0%	378,023	100%
6004117	STATE CONSTRUCTION AID - 2023	157,447	141,702	90%	15,075	10%	0	0%	3,531	2%	153,916	98%
6004117	BROOME COUNTY CIP - 2023	100,000	100,000	100%	0	0%	6,895	7%	61,941	62%	31,164	31%
subtotal		635,470	581,923	92%	52,877	8%	6,895	1%	65,472	10%	563,103	89%

Active Friends Projects & Grants												
	HOYT GRANT - Reading Garden	50,000	50,000	100%	0		0		7,496	15%	42,504	85%
	KRESGE GRANT	31,700	31,700	100%	0		0		28,584	90%	3,116	10%
	COMMUNITY FOUNDATION - bilingual	5,000	5,000	100%	0		0		3,739	75%	1,261	25%
	COMMUNITY FOUNDATION - Narcan	2,000	2,000	100%	0		0		1,509	75%	491	25%
	COMMUNITY FOUNDATION - Farm2Lib #2	5,000	5,000	100%	0		250		1,727	35%	3,273	65%
	KLEE GRANT #2	45,000	45,000	100%	0		0		12,638	28%	32,362	72%
	Period Pantry	6,703	6,703	100%	0		0		5,659	84%	1,044	16%
	2025 Library Support	29,260	1,093	4%	28,167	96%	0		1,093	4%	28,167	96%
subtotal		174,663	146,496	84%	28,167	16%			62,446	36%	112,218	64%
Total Active Projects & Grants		810,133	728,419	90%	81,044	10%	6,895	1%	127,917	16%	675,320	83%

Information Services Report  
Submitted by Michelle Brandone

April 8, 2025

- The Newsletter section and Newsletter Archives for both “In the Loop” and “Quest Bulletin” (specifically gaming events) are live on the BCPL website! Thanks go to Cher and Laura for their work on this.
- We are *very close* to having digital access to local newspapers (Press and Sun 1985-, Evening Press 1960-1985, Binghamton Press 1927-1960, Binghamton Press and Leader 1905-1927) available on our website for BCPL cardholders both in and outside the library.
- The whole department is benefitting from James’ work in Programs and Exhibits. We are now working with a monthly template that James creates to keep our social media posts organized and to make sure that staff do not overlap in promoting programs. James has taken on about half of the posts promoting programs and collections for the department and it has been a relief to have that promotional support when new programs are scheduled or new partnerships are made!

### **Programming Updates**

- The Seed Library has served 235 patrons and counting since its launch on March 15. Michaela has put out over 1,394 vegetable and flower seed packets (so far) through a donation we received from CCE!
- Our Bring Your Own Device (BYOD) tech help program was relaunched in February 2025. Through bi-monthly 1 on 1 appointments, Michaela has recently assisted patrons with setting up email accounts, accessing digital resources through Libby and recording outgoing voicemail messages.
- Three winners received a BCPL swag bag containing a branded coffee mug, pens and stationery for participating in our Library Lovers Month activities in February. Thanks go to Michaela for designing the BCPL branded swag and Cher and Michaela for promoting Library Lover’s month with displays, social media posts, and in house activities.
- Our Dungeons and Dragons and Gaming programming, coordinated by Laura, continues to engage a returning community of gamers. This program is unique in its detail, organization and high quality. We recently received positive feedback from a returning member to the program that said, “as someone who is relatively new to this area, I cannot express enough how wonderful it is to see the library actively engaging in community outreach through such exciting and immersive programs.”

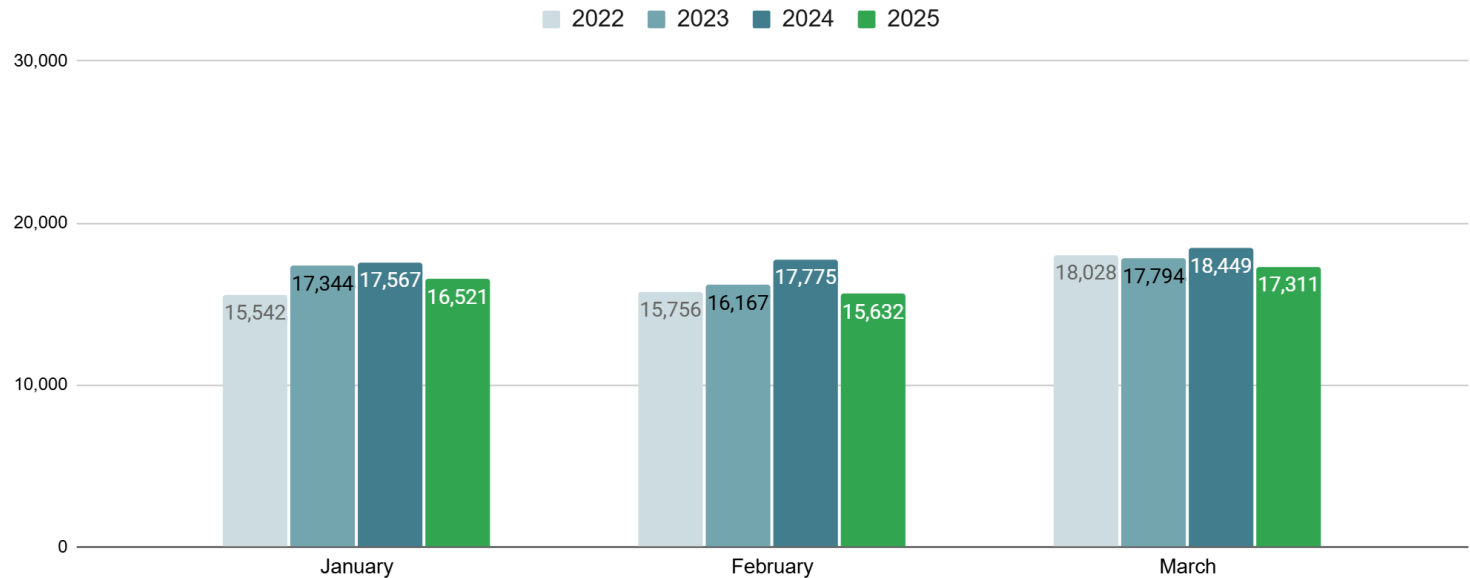
- Upcoming programs in the works: Queer Tea Hour, local history talks with poet, writer and community leader Brenda Cave-James, and health education talks provided by an Assistant Professor at Binghamton University in the Division of Physical Therapy.

# Data Analytics Monthly Report (March 2025)

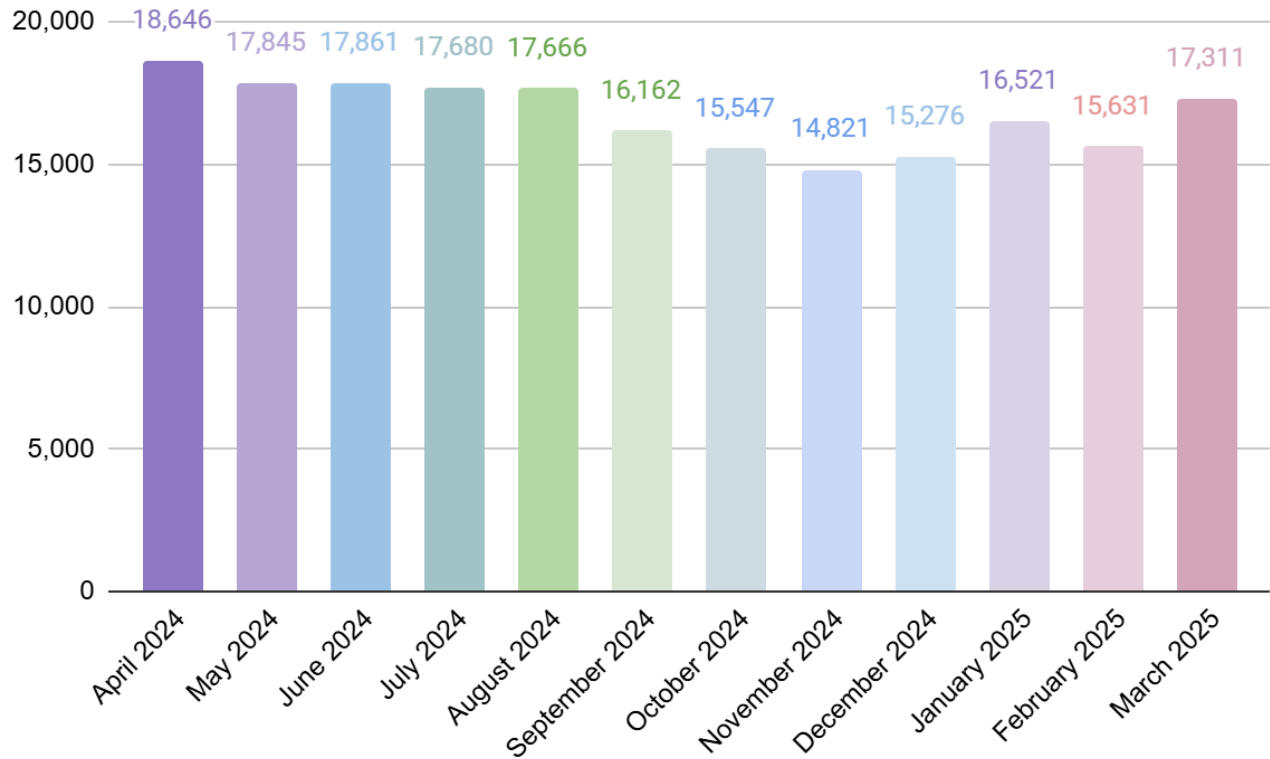
Submitted by Laura Haynes

## Circulation:

This graph accurately shows circulation for January, February, and March of 2022-2025. There was an error with the last graph.



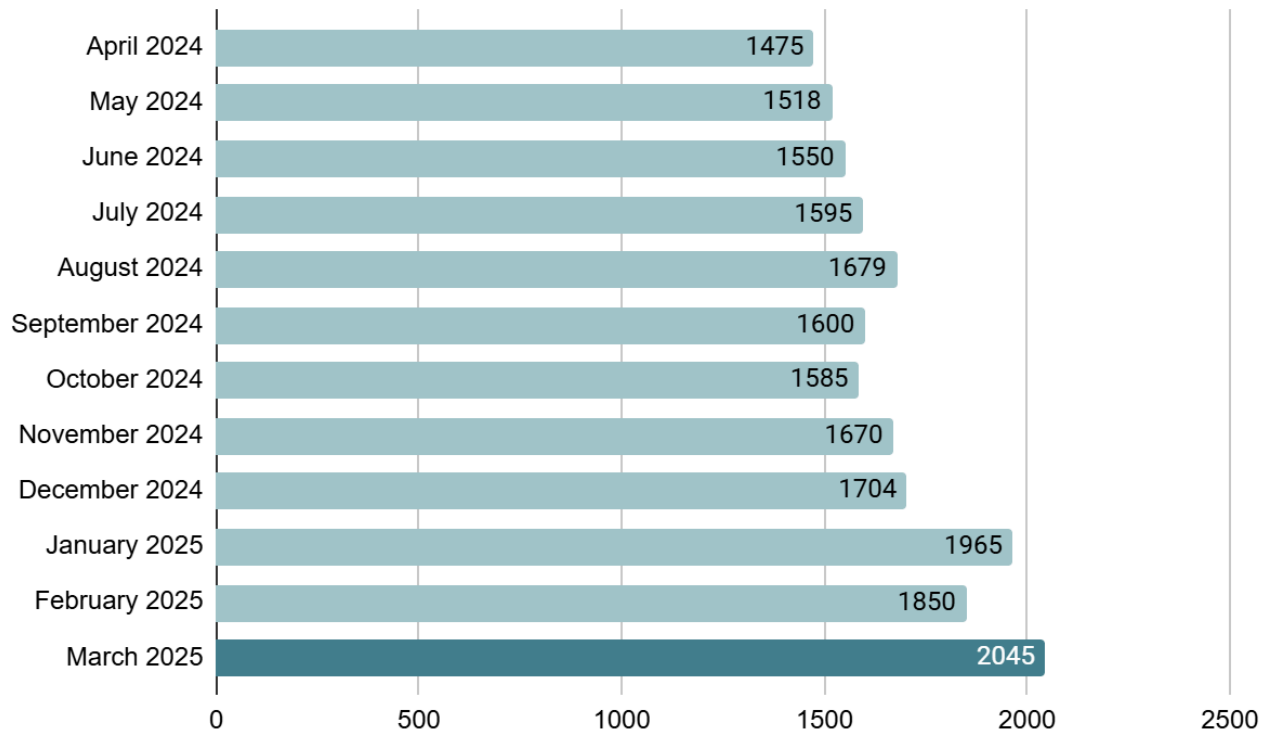
## Circulation stats for the past year:





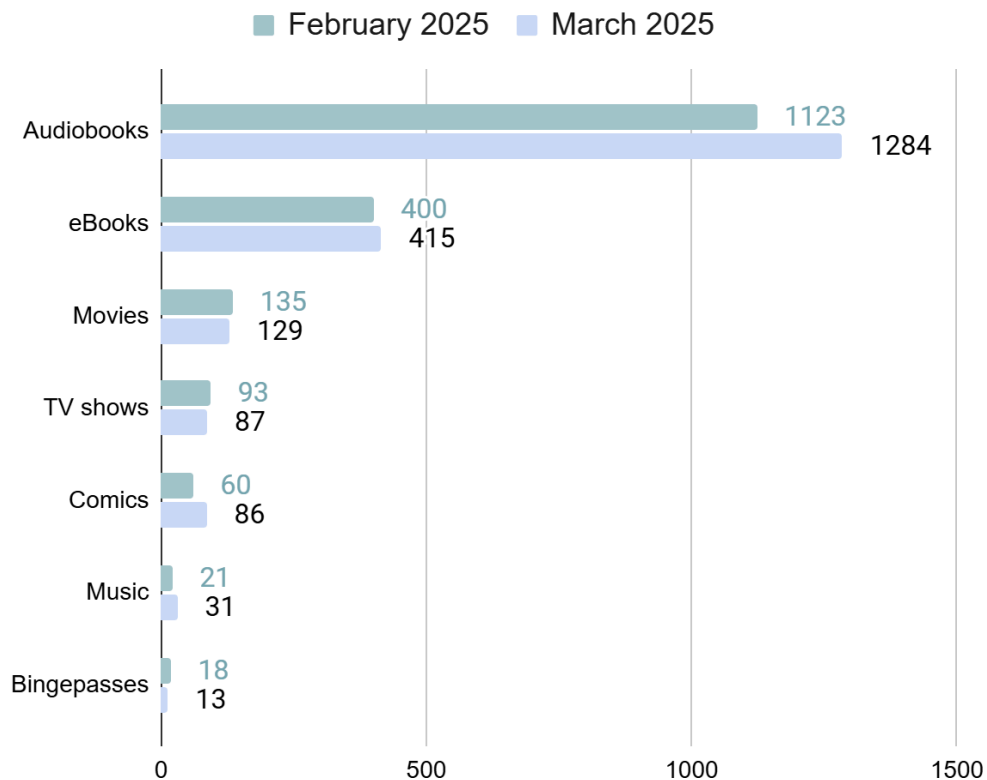
## Hoopla Circulation:

Hoopla usage continues to increase.



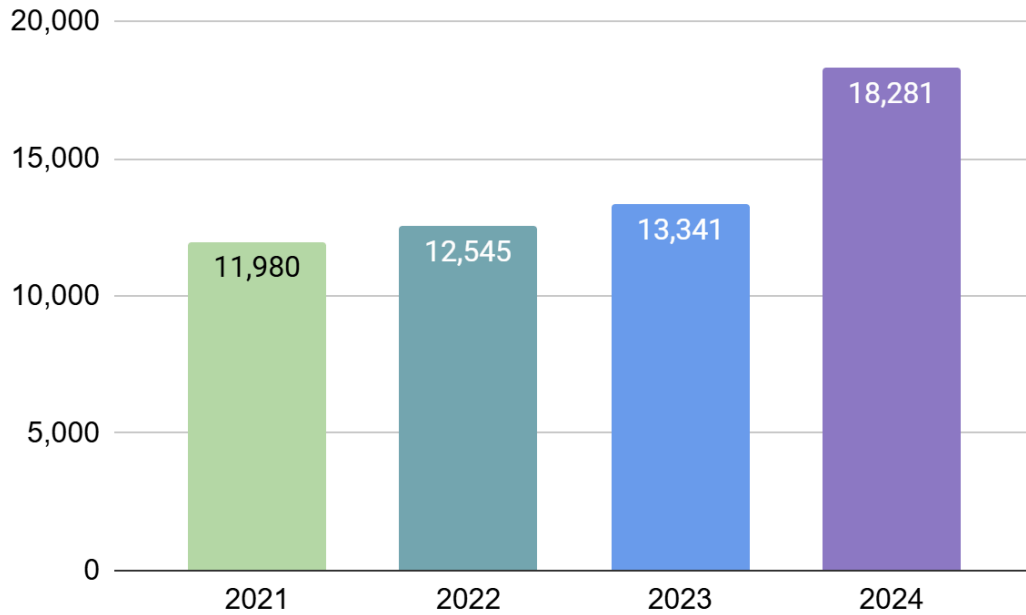
## Hoopla Circulation by format:

Audiobook usage increased.

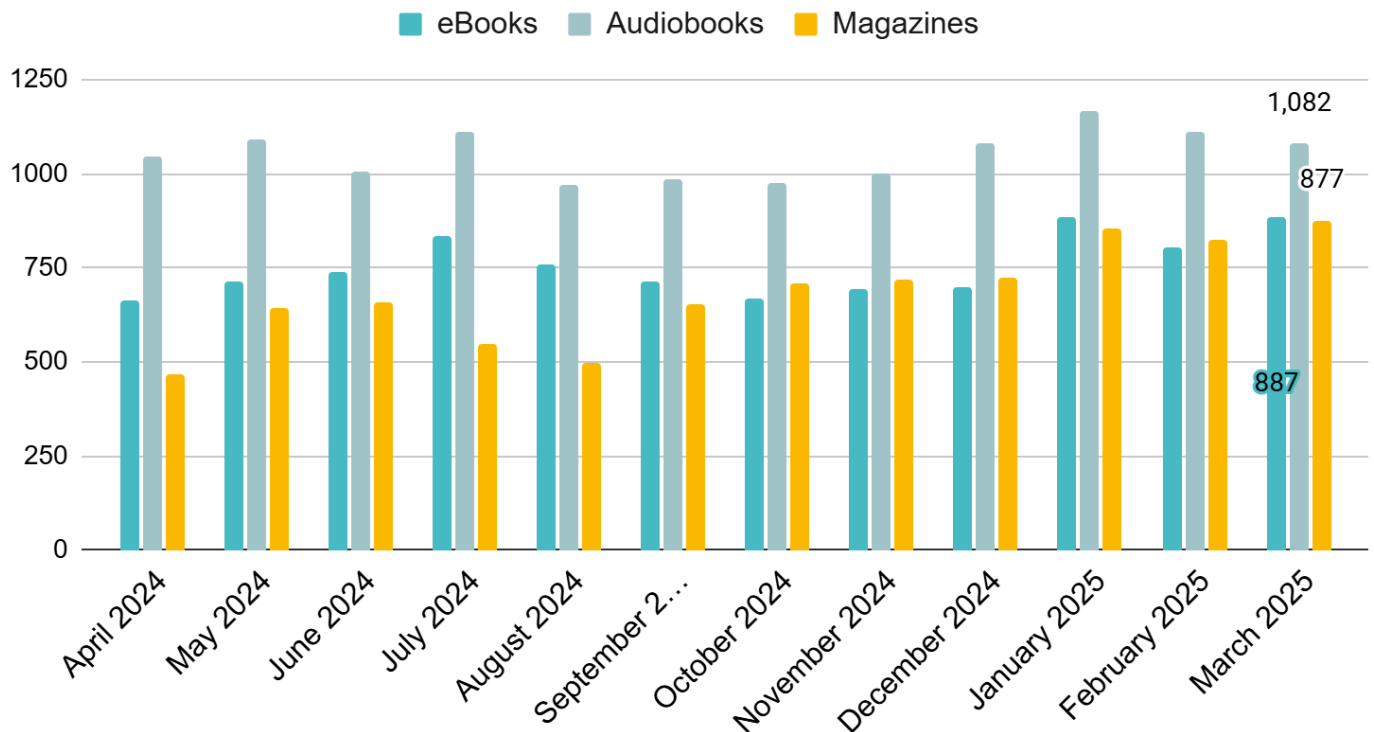


## Hoopla Circulation Yearly Totals

Here you can see the annual total number of circulations for Hoopla.

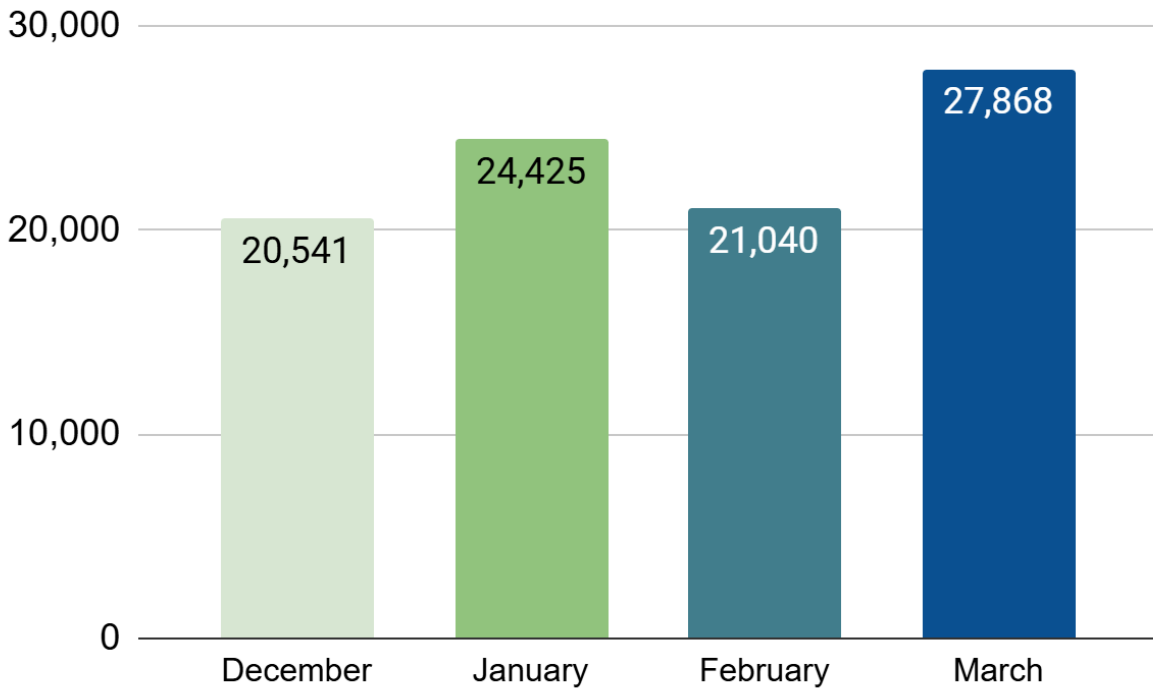


## Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:



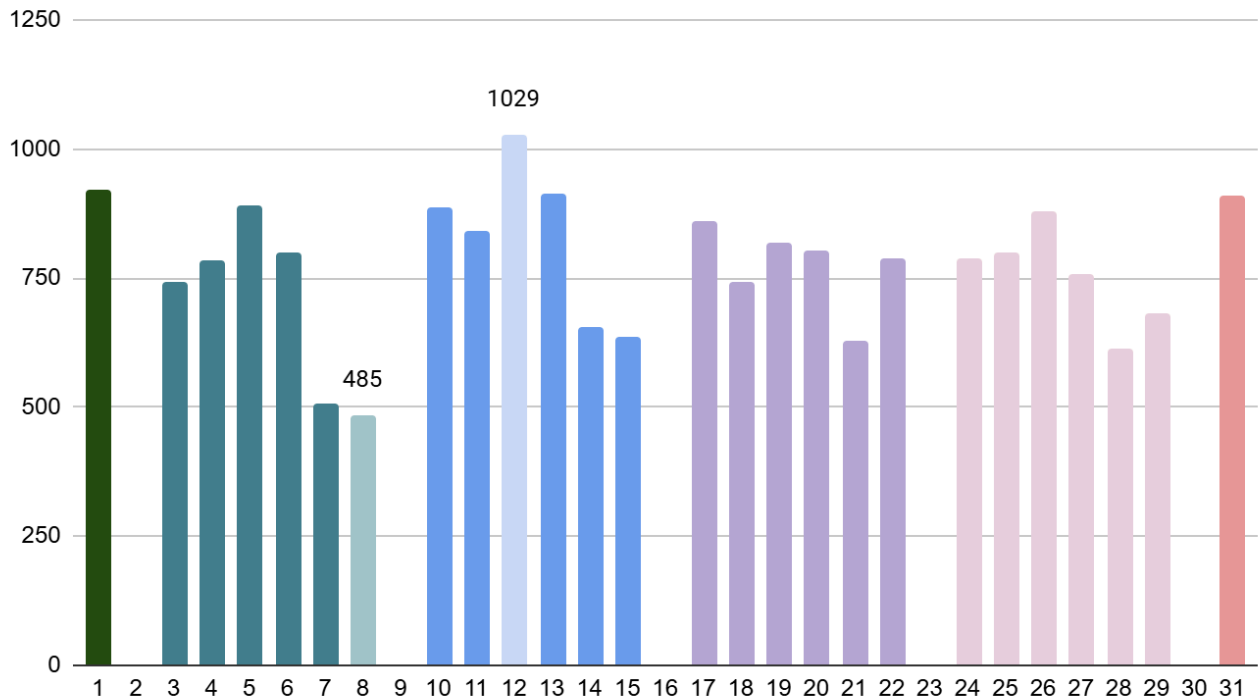
## Door Count:

Door count increased drastically.



## Daily Door Count Total:

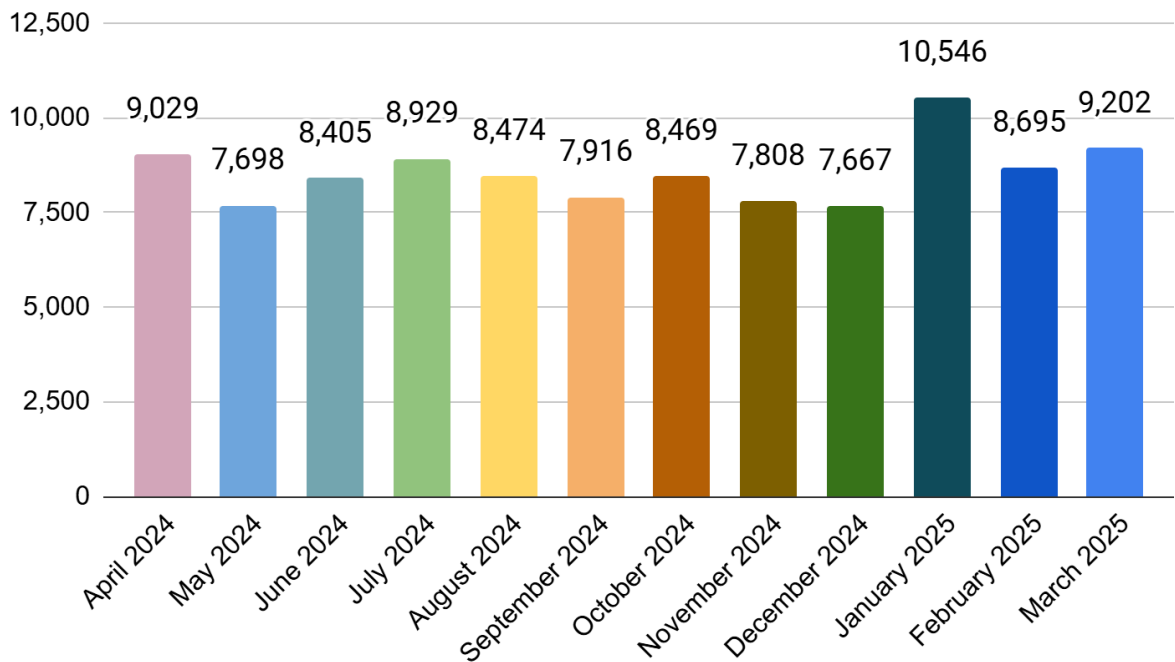
Our lowest number was Saturday March 8. Our highest number was Wednesday March 12. Many events were taking place that day, including computer classes, BCSD state exams, yoga, and a bag sale!



# Website Analytics:

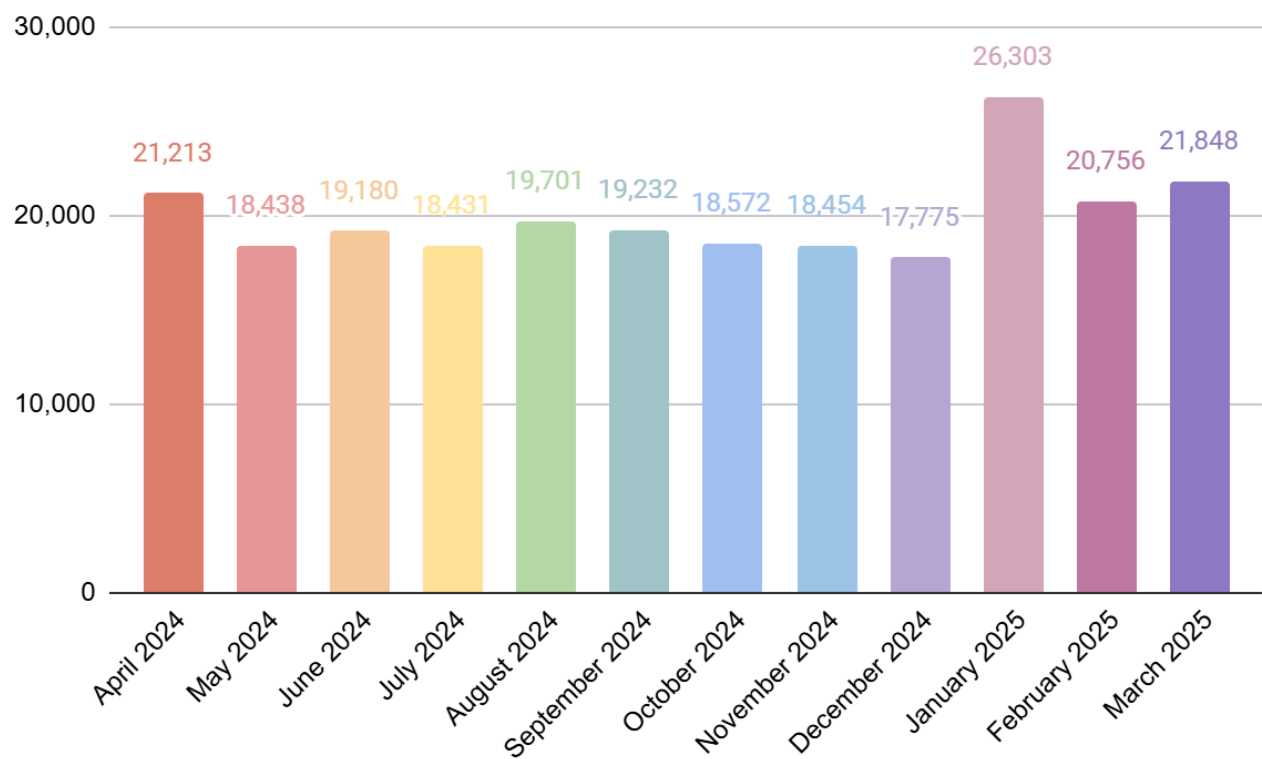
## Total sessions:

Website traffic increased in March.

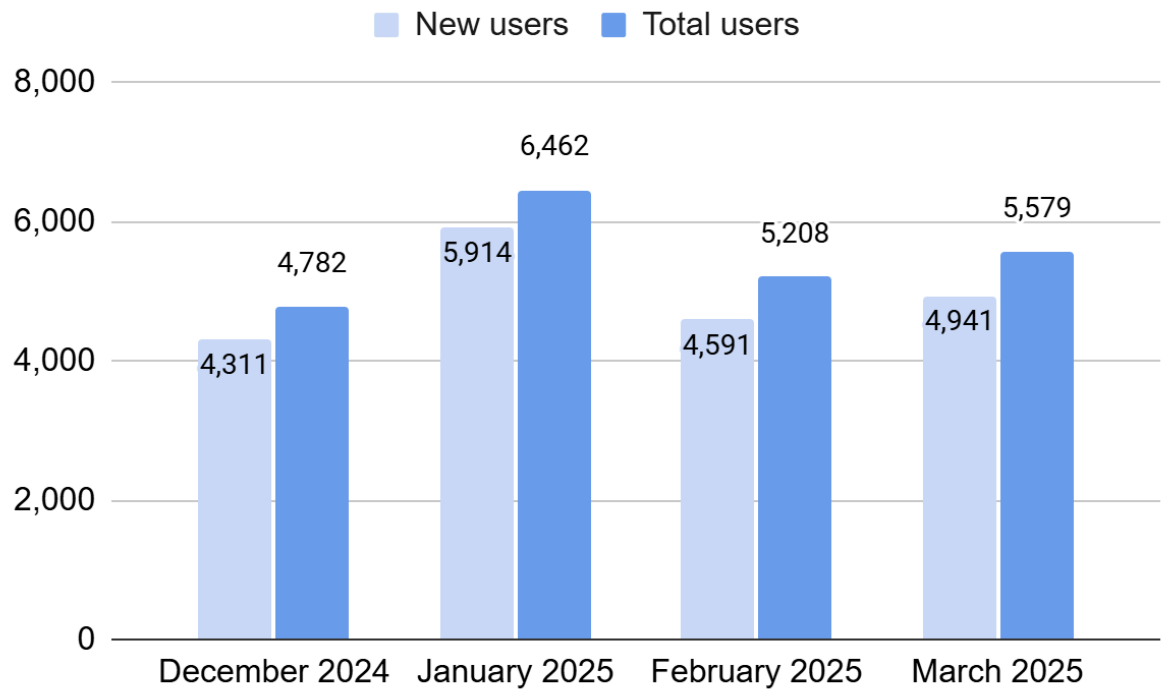


## Website Pageviews:

This graph shows total pageviews for the past 12 months.

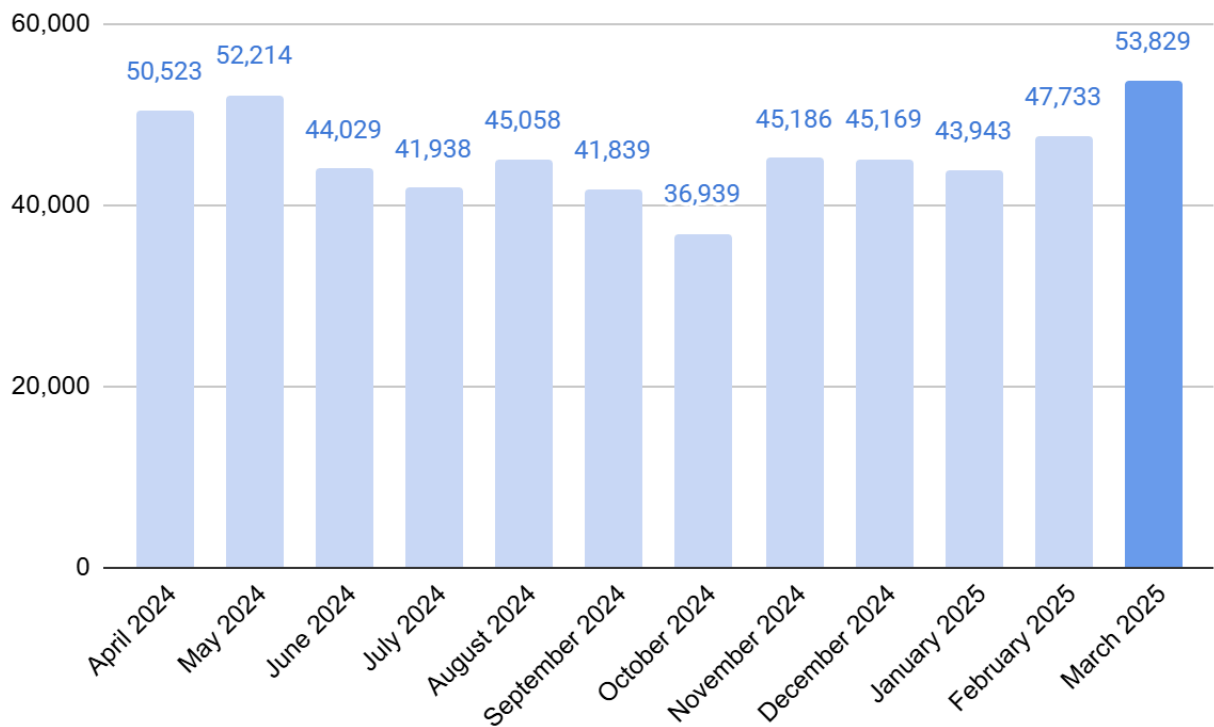


Website Users:



Number of Wireless Sessions:

Wireless sessions increased.



Public computer usage module has changed and we don't have training yet on how to retrieve the statistics.

## Social Media:

This graph shows social media posts for March. The number beside the title is the amount of posts in that category.



The most popular post from March was our post about the seed library. This post had a reach of **27,352** and **941** likes, comments, and shares! 🤔

### Broome County Public Library's Post

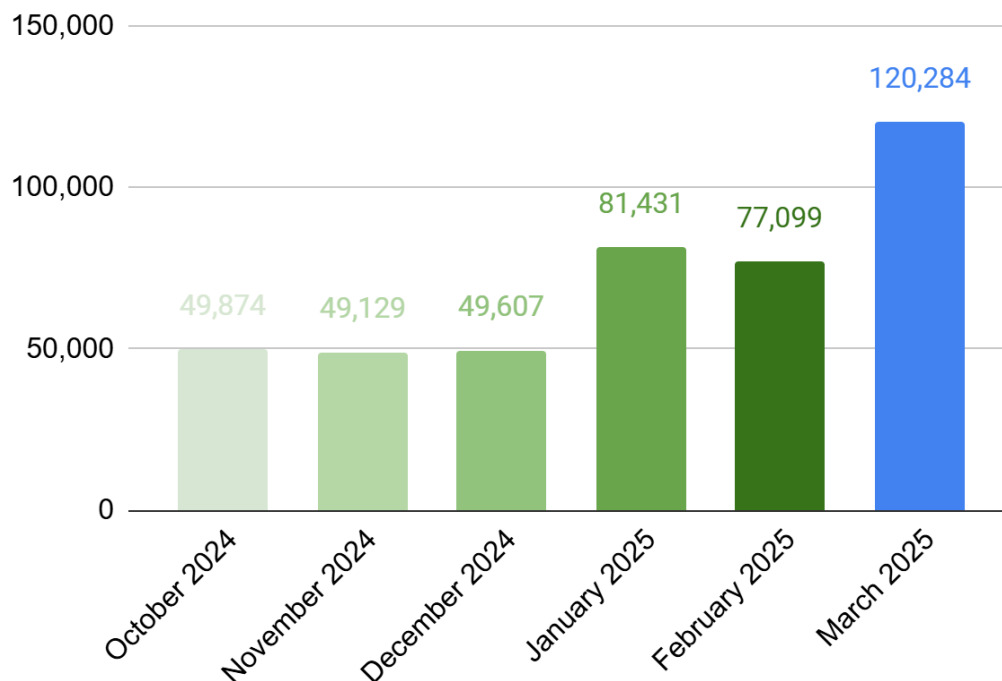
**Broome County Public Library**  
Published by James Ingram  
March 17 at 10:15 AM · 🌐

Get ready to cultivate a brighter future! 🌱 The Seed Library is back for the season, offering a treasure trove of seeds to grow your own veggies, herbs, and plants. Located on a wooden cart across from the front public printer, this innovative resource is here to empower you to take control of your food and your well-being. No need to return these seeds - they're yours to keep and nurture! 🌱 Visit us to explore our collection and borrow a gardening book to help you get started. To ensure everyone has a chance to grow, please limit yourself to three packets per visit. Need expert guidance? Register for our upcoming gardening class and unlock your full growing potential: <https://www.thebcpl.org/.../cce-planning-vegetable-garden...>

Comment as Broome County Public Library

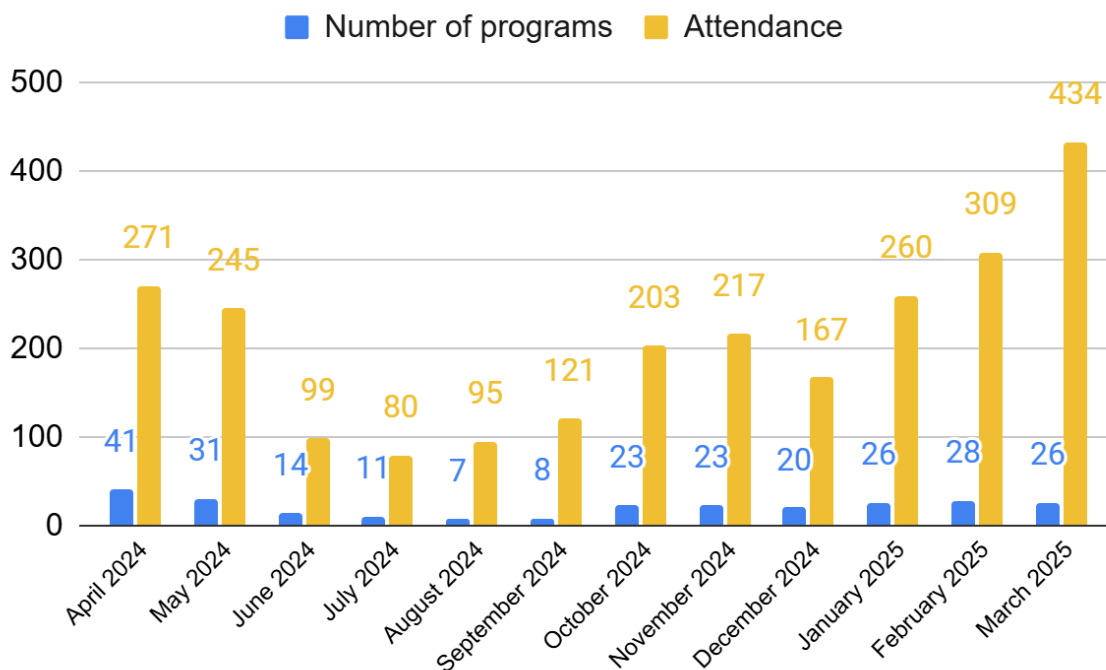
### Facebook pageviews:

Facebook pageviews increased 56% from February to March!

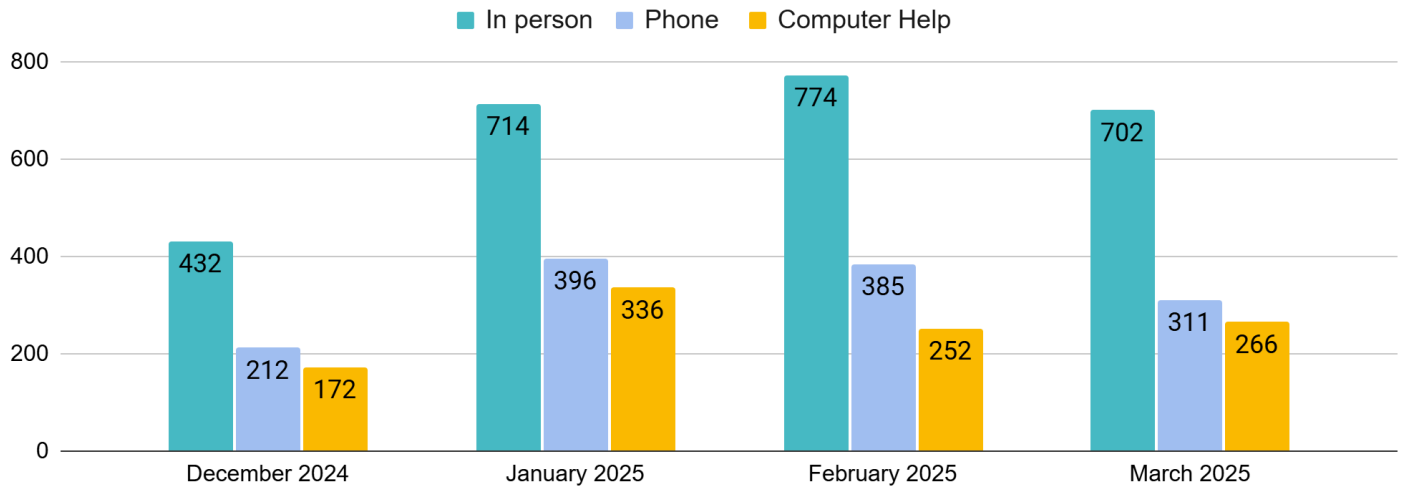


### Adult program attendance:

Our seed library, a passive program, continues to attract a great deal of visitors which increased our statistics by 197!



## Reference transactions:



## Circulation - March Submitted by Kathleen Shores

### Circulation

- Full-time Circulation Clerk, Emma Wagaman, provided 20.50 hours of desk coverage/additional help to Youth Services.
- Full-time Circulation Clerk, Ethan Mellen, provided 55.00 hours of desk coverage/additional help to Youth Services.
- Part-time Circulation Clerk, Nursel Bagsever, provided 32.50 hours of desk coverage/additional help to Youth Services.
- The Circulation desk issued 97 guest passes to residents of Binghamton, Endicott, Johnson City, and Vestal. 25 guest passes were issues to visitors from other states such as Florida, New Jersey, North Carolina, Pennsylvania, South Carolina, and Texas.

### Library Card Registrations

Physical library card registrations for adults, young adults, and juveniles:

- March 2024 – 159
- April 2024 – 171
- May 2024 – 172
- June 2024 – 171
- July 2024 – 208
- August 2024 – 218
- September 2024 – 129
- October 2024 – 138
- November 2024 – 144
- December 2024 – 96
- January 2025 – 169
- February 2025 – 143
- March 2025 – 151



Electronic library card registrations:

- March 2024 – 24
- April 2024 – 35
- May 2024 – 25
- June 2024 – 25
- July 2024 – 19
- August 2024 – 29
- September 2024 – 26
- October 2024 – 18
- November 2024 – 21
- December 2024 – 30
- January 2025 – 39
- February 2025 – 33
- March 2025 – 31

## **March 2025 Youth Services Board Report**

- Youth Services Clerk Riley Maley was promoted to a full-time Library Assistant position in the Youth Services Department on March 17. Riley will be promoted to the Librarian I position upon graduating with her library degree and receiving her public librarian certification.
- We hired Karissa Doyle, a former teen volunteer, for the open part-time clerk position in the Youth Services Department. Karissa's start date will be on June 9 since she is currently away at college. All Youth Services staff will shelve books in the meantime.
- Thank you to Kathleen for continuing to provide coverage for the Youth Services Department.
- The Rumble Ponies are generously helping to fund our summer reading program. Violet was able to meet with their representative this month and discuss some of the details such as game tickets they are donating to us that we can use as summer reading program prizes.
- Youth Services staff met to plan this year's Summer Reading Program.
  - Registration for the SRP will begin on June 16.
  - We will offer a Summer Kickoff Party on June 30, 3-6pm.
  - We are revamping our SRP to hopefully increase participation:
    - Families will be able to join a team this year and we will track the amount of time each team reads.
    - Families will receive a special bead after reading a specific amount of time, completing activities on the reading log, and attending programs. By the end of the program, everyone registered in the program will have enough beads to create their own bracelet or keychain.
  - The following weekly programs will run from July 1-July 31
    - Raspberry Pi Class
    - Teen Craft & Chat
    - Crafty Kids

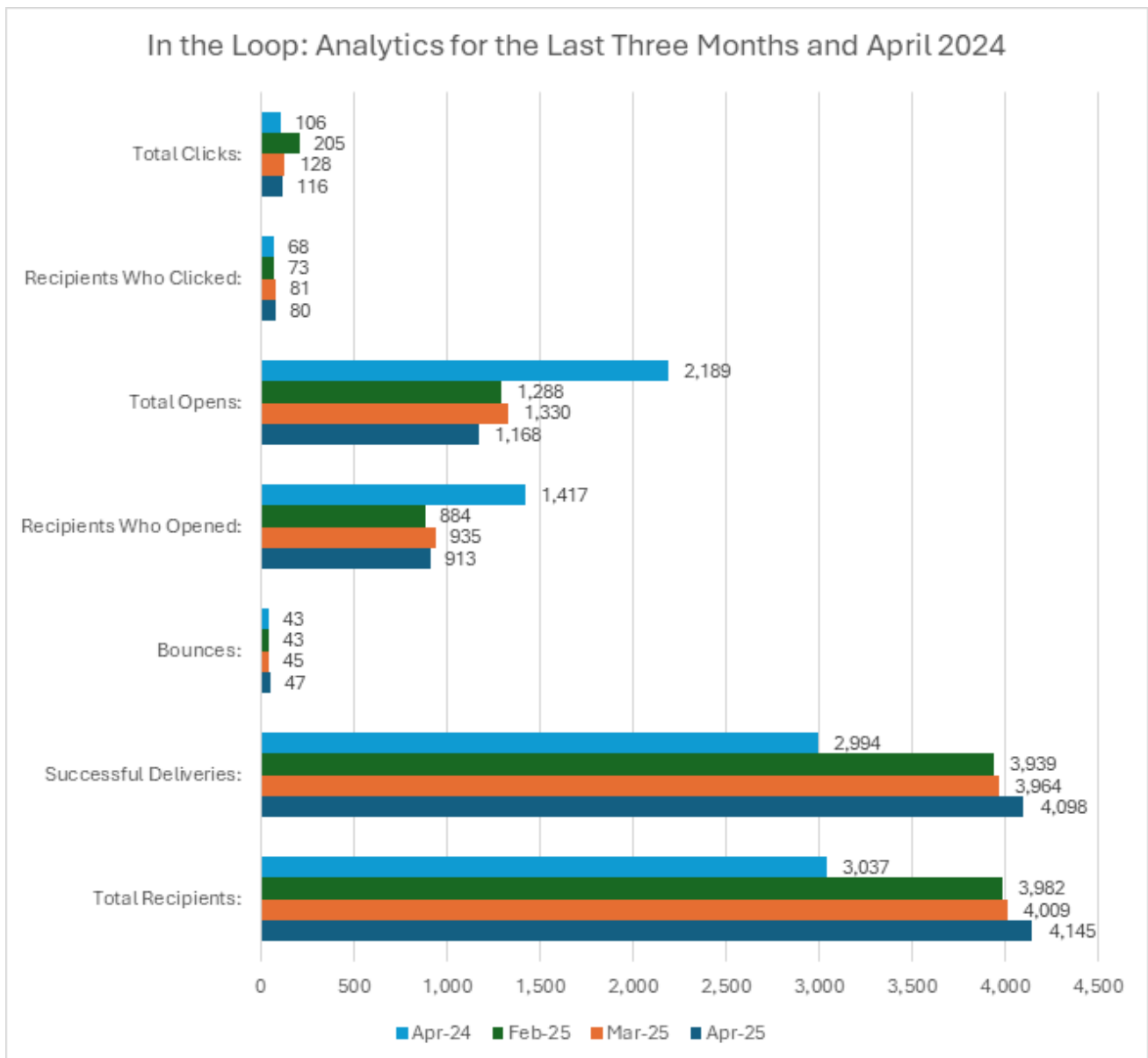
- Family Game Night
  - Baby Story Time
  - Toddler Story Time
  - Preschool Story Time
  - Tween STEAM Days
  - Teen Outdoor Days
  - Family Movie Day
  - LEGO Club
  - Art Class
- We had our first session of "You Belong" a program for queer teens and allies. This program is in collaboration with the Vestal, Endicott, and Johnson City libraries. Our first meeting was held at GFJ and went very well. It was a small turnout with only three teens, but all seemed to have a great time, and we are hoping that with consistency we can grow the program.
- Our Borrow a Grandparent program restarted on March 24. Families are overjoyed to have Grandma Sherann back in the library.
- Kelsey attended a Head Start Policy Council meeting on March 26 to talk about the library.
- BCPL will be partnering with NASA for a "Back to the Moon" event on August 27. Kelsey will meet with the NASA representative on April 17 to discuss the details.
- March Program attendance:
  - Weekly Teen Craft & Chat-Average attendance of 8
  - Weekly Family Game Night-Average attendance of 11
  - Weekly Toddler Story Time-Average attendance of 17
  - Weekly Preschool Story Time- Average attendance of 3
  - Weekly Baby Story Time-Average attendance of 7
  - Bimonthly Grab-N-Go Craft-69 craft kits were handed out
  - Bimonthly LEGO Club-Average attendance of 45
  - Bimonthly Therapy Dogs-Average attendance of 38
  - February 20-Suncatcher Craft for all ages-Attendance of 17
    - This program was a collaboration with the Information Services Department.
  - March 22-Art Classes with Mike-Attendance of 23
- Upcoming Programs:
  - Weekly Teen Craft & Chat
  - Weekly Family Game Night
  - Weekly Toddler Story Time
  - Weekly Preschool Story Time
  - Weekly Baby Story Time
  - Bimonthly LEGO Club
  - Bimonthly Therapy Dogs
  - April 2-You Belong at Vestal Library
  - April 3-Family Movie Night: Monster's Inc.
  - April 12-Teen D&D
  - April 12-Family Game Day

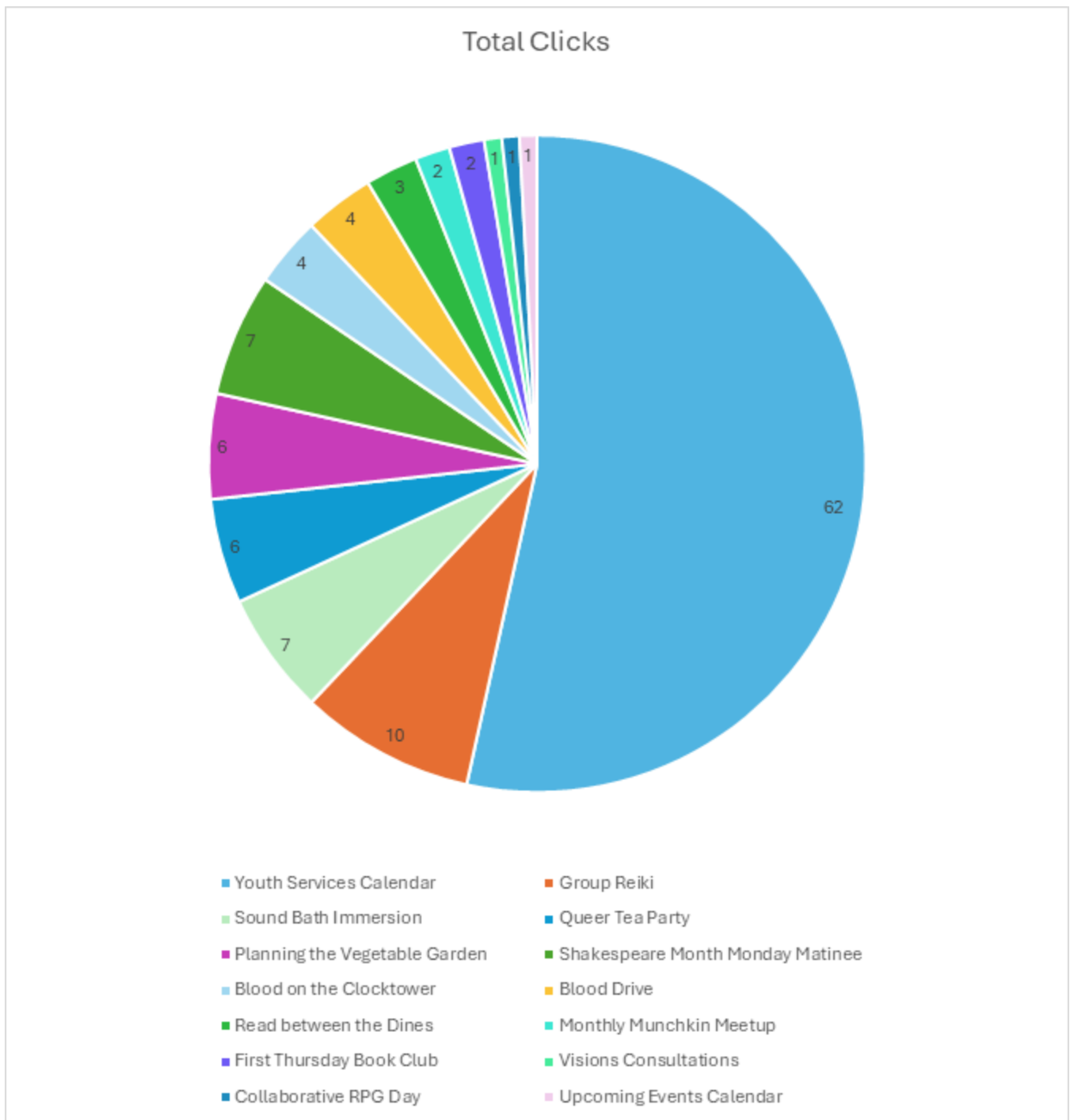
- April 17-All ages Art Night
- April 17-Teen Movie Night
- April 21-Grab-N-Go craft
- April 24-Crafty Kids
- April 26-Art Classes with Mike

**Respectfully submitted by**  
**Kelsey Matoushek**  
**Librarian II**

## In the Loop Newsletter Analysis

Compiled by Cher Armstrong





The Youth Services calendar drew by far the most clicks with 62 clicks, followed by Group Reiki with 10 clicks, Sound Bath Immersion and the two Shakespeare Month Monday Matinees at 7 total clicks, and Queer Tea Party and Planning the Vegetable Garden at 6 clicks apiece.