

Account	Budget	Encumbered	July	YTD	Remaining			
Salary and Benefits								
6001000 SALARIES FULL-TIME	827,243		29,826.39	391,251.45	47%	435,991.55	53%	
6001001 SALARIES PART-TIME	144,290		3,350.17	72,522.93	50%	71,767.07	50%	
6001002 SALARIES TEMPORARY	1,201		1724.07	13,268.51	1105%	-12,067.51	-1005%	
6001003 SALARIES OVERTIME	-		566	1,420.30		-1,420.30		
Total Salary	972,734		35,466.38	478,463.19	49%	494,270.81	51%	
6008001 STATE RETIREMENT	135,041		14,407.58	59,968.81	44%	75,072.19	56%	
6008002 SOCIAL SECURITY	72,869		7934.85	35,969.00	49%	36,900.00	51%	
6008004 WORKERS COMPENSATION	5,808		-	1,452	25%	4,356	75%	
6008006 LIFE INSURANCE	255		-	34.65	14%	220.35	86%	
6008007 HEALTH INSURANCE	152,367		13,768.86	60,535.07	40%	91,831.93	60%	
6008009 RETIREE HEALTH INSURANCE	352,348		117,449	175,533	50%	176,815	50%	
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500		-	-	0%	3,500	100%	
6008014 NYS Voluntary Defined Contribution	6,505		788.10	3,546.44	55%	2,958.56	45%	
Total Benefits	728,693		154,348.59	337,039.43	46%	391,653.57	54%	
Salary and Benefits	1,701,427		189,814.97	815,502.62	48%	885,924.38	52%	
Contractual Expenditures								
6004012 OFFICE SUPPLIES	2,400	542	23%	1,043	1,717.39	72%	140.51	6%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	960.10	96%	-	39.90	4%	-	0%
6004022 FUEL AND HEATING SUPPLIES	26,000	-	0%	1,499	8,986.75	35%	17,013.25	65%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	4,301.26	100%	1,532	2,698.74	63%	-2,700	-63%
6004030 FOOD AND BEVERAGES	100	-	0%	-	-	0%	100	100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	-	0%	-	-	0%	5,785	100%
6004055 COMPUTER SOFTWARE AND SUPPLIES	69,994	-	0%	64,994	65,357	93%	4,637.12	7%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	5,000	-	0%	-	2,343.15		2,656.85	
6004070 BOOKS ADULT SERVICES	66,500	11,060.01	17%	14,189	38,939.99	59%	16,500	25%
6004071 JUVENILE BOOKS	52,000	22,053.11	42%	7,162	27,946.89	54%	2,000	4%
6004073 SUBSCRIPTIONS	2,000	-	0%	1,527	1,526.84	76%	473	24%
6004074 AUDIOVISUAL MATERIALS	40,000	14,025.21	35%	6,652	15,974.79	40%	10,000	25%
6004075 ELECTRONIC ACCESS MATERIALS	32,980	-	0%	3,541	10,740.88	33%	22239.12	67%
6004100 POSTAGE AND FREIGHT	700	-18.13	-3%	617	678.87	97%	39.26	6%
6004105 DUES AND MEMBERSHIPS	2,050	-	0%	288	585.39	29%	1,464.61	71%

6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	2,249.18	109%	269.49	1,341.25	65%	-1,530.43	-74%
6004113 WATER AND SEWAGE CHARGES	3,200	-	0%	-	924.30	29%	2,276	71%
6004115 ELECTRIC CURRENT	65,000	-	0%	16,025	29,191.16	45%	35,808.84	55%
6004117 BUILDING AND GROUNDS EXPENSES	41,014	-	0%	6,194	22,609.58	55%	18,404.42	45%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,500	-	0%	-	75	2%	3,425	98%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	-	0%	550.71	1,265.88	21%	4,734.12	79%
6004138 OTHER OPERATIONAL EXPENSES	16,000	11,575.79	72%	5,657.52	15,446.45	97%	-11,022.24	-69%
6004147 OTHER PROGRAM EXPENSES	15,000	-	0%	-	449.99	3%	14,550.01	97%
6004160 MILEAGE AND PARKING-LOCAL	1,000	-	0%	166	185	18%	815.28	82%
6004161 TRAVEL HOTEL AND MEALS	1,850	-	0%	48.00	223.42	12%	1,627	88%
6004162 EDUCATION AND TRAINING	2,000	-	0%	256.67	550	27%	1,450	73%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	-	0%	-	-	0%	175	100%
6004193 HARDWARE MAINTENANCE	8,500	-	0%	5,340	5,340.00	63%	3,160	37%
6004196 COPYING MACHINE RENTALS	4,800	-	0%	905	2,860.26	60%	1,939.74	40%
6004504 OTHER FINANCIAL SERVICES	20	-	0%	-	11.31	57%	8.69	43%
6004573 OTHER FEES FOR SERVICES	6,400	-	0%	545	1,939.21	30%	4,460.79	70%
Total	487,328	66,748.63	14%	139,000.73	259,948.63	53%	160,630.74	33%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	21,274			-	5,318.50	25%	15,955.50	75%
6004604 DPW SECURITY CHARGEBACKS	103,178			-	-	0%	103,178	100%
6004606 TELEPHONE BILLING ACCOUNT	5,733			2,867	2,867.00	50%	2,866	50%
6004609 DATA PROCESSING CHARGEBACKS	54,609			22,480	22,480.00	41%	32,129	59%
6004617 DUPLICATING/PRINTING CHARGEBACK	-			-	82.73		-83	
6004618 OFFICE SUPPLIES CHARGEBACK	7			-	2.73	39%	4.27	61%
6004619 BUILDING SERVICE CHARGEBACK	5,000			-	1,250.00	25%	3,750	75%
Total Chargebacks	189,801			25,347	32,000.96	17%	157,800	83%

Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,582			-	6,582	100%	-	0%
6006001 BANS Principal	47,578			-	47,578.00	100%	-	0%
6007000 INTEREST ON SERIAL BONDS	1,028			-	611.67	60%	416.33	40%
6007001 BANS Interest	4,830			-	4,829.13	100%	0.87	0%

Grand Total (operating):	2,438,574	66,748.63	3%	354,163	1,167,053.01	48%	1,204,772.36	49%
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Projects & Grants									
6004117 STATE CONSTRUCTION AID - 2021	39,372	-	0%	0	39,372	100%	-	0%	
6004117 STATE CONSTRUCTION AID - 2022	378,023	-	0%	0	-	0%	378,023	100%	
2023 Capital Improvement	100,000	-	0%	0	-	0%	100,000	100%	
KRESGE GRANT (Friends)	31,700	-	0%	0	21,025.34	66%	10,675	34%	
COMMUNITY FOUNDATION (Friends)	5,000	-	0%	0	-	0%	5,000	100%	
COMMUNITY FOUNDATION #2 (Friends)	2,000	-	0%	0	-	0%	2,000	100%	
COMMUNITY FOUNDATION - Farm2Li	4,125	-	0%	1,144	1,144	28%	2,981	72%	
KLEE GRANT (Friends)	80,000	-	0%	5,150	56,558	71%	23,442.00	29%	
Total Projects & Grants	640,220.00	0.00	0%	6,294	118,099.24	18%	522,120.76	82%	

Account	Budgeted	July	YTD		Remaining	
Revenue						
5000100 LIBRARY COPY FEES	8,000	988.53	6,001.41	75%	1,998.59	25%
5000177 RENTALS & FEES	7,500	600	4,200	56%	3,300	44%
5000189 OTHER LOCAL GOVERNMENTS	803,963	200,990.80	401,981.55	50%	401,981	50%
5000312 RENTAL CHARGEBACKS	47,000	0	-	0%	47,000	100%
5000426 MISCELLANEOUS	11,250	635.96	4,135.19	37%	7,114.81	63%
5000431 MISCELLANEOUS	15,000	0	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	500	4,417.21	17,323.94	3465%	-16,823.94	-3365%
5000470 VENDING MACHINE	900	0	-	0%	900	100%
5000471 COMMISSIONS	600	0.00	871.95	145%	-271.95	-45%
5000530 REFUNDS OF PRIOR YEARS EXPENDIT	-	0.00	1,027.25		-1,027.25	
5000531 GIFTS AND DONATIONS	1,000	0	-	0%	1,000	100%
5000545 CREDIT CARD REBATES	100	0	-	0%	100	100%
5000562 TRANSFER FROM GENERAL FUND	1,443,640	0	1,443,640	100%	-	0%
5000569 TRANSFER - DEBT SERVICE FUND	-	0.00	148.89		-148.89	
5000808 OTHER STATE AID	98,690	0	6,286.37	6%	92,403.63	94%
5000952 ARRA DEBT REIMBURSEMENT	431	0	217.16	50%	213.84	50%
Total Revenue (operating):	2,438,574	207,633	1,885,833.71	77%	552,740.29	23%

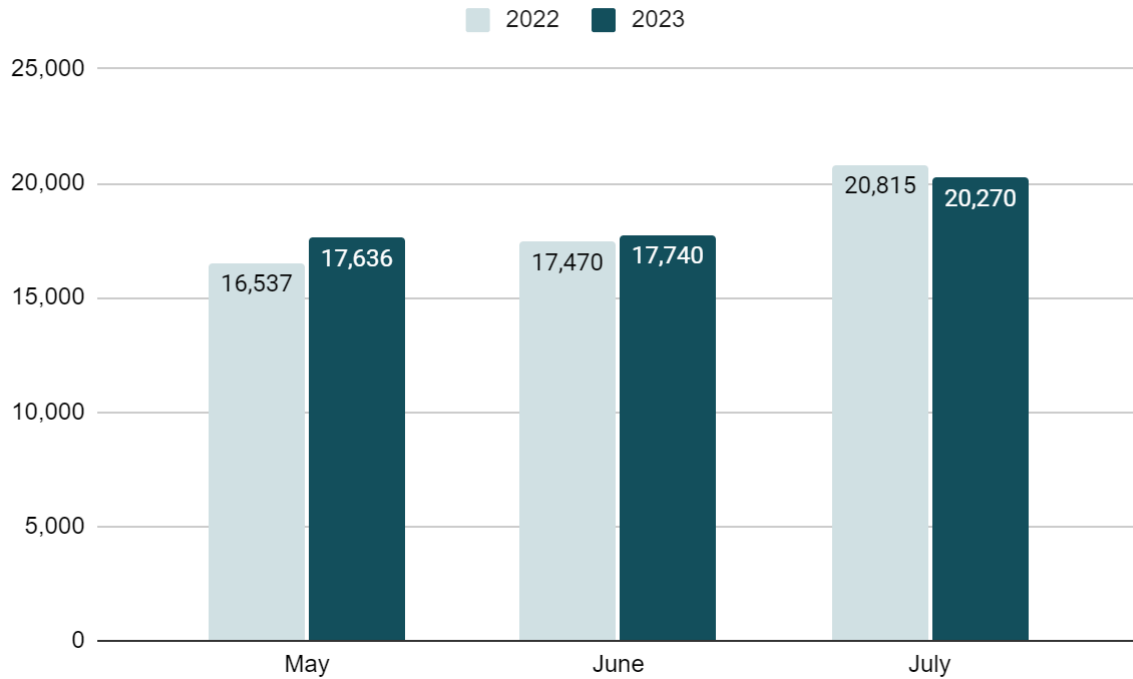
Projects & Grants						
5000808 STATE CONSTRUCTION AID - 2021	39,372		39,372	100%	3,937	10%
5000808 STATE CONSTRUCTION AID - 2022	378,023		340,221	90%	37,802	10%
2023 Capital Improvement	100,000		100,000	100%	0	0%
KRESGE GRANT (Friends)	31,700		31,700	100%	-	0%
COMMUNITY FOUNDATION (Friends	5,000		2,500	50%	2,500	50%
COMMUNITY FOUNDATION #2 (Friends	2,000		2,000	100%	-	0%
COMMUNITY FOUNDATION - Farm2Li	4,125		-	0%	4,125	100%
KLEE GRANT (Friends)	80,000		55,000	69%	30,000	38%
Projects & Grants Revenue	640,220		570,793	89%	78,364	12%

Data Analytics Monthly Report (August 2023)

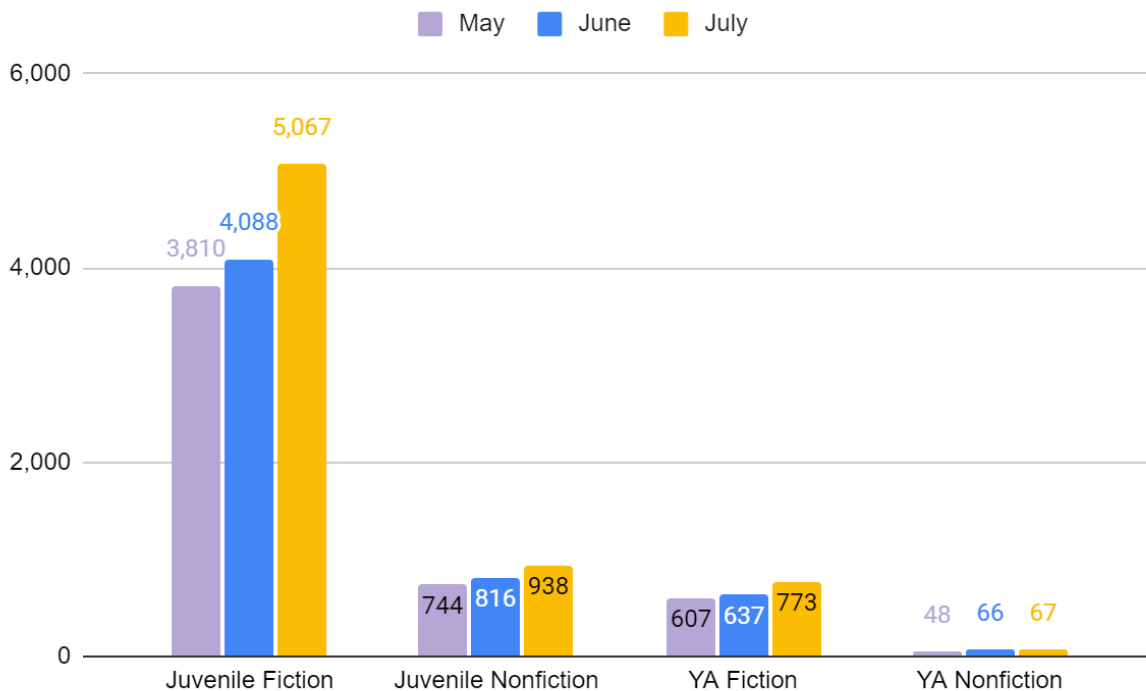
Submitted by Laura Haynes

Total Monthly Circulation for May-July 2022 and 2023:

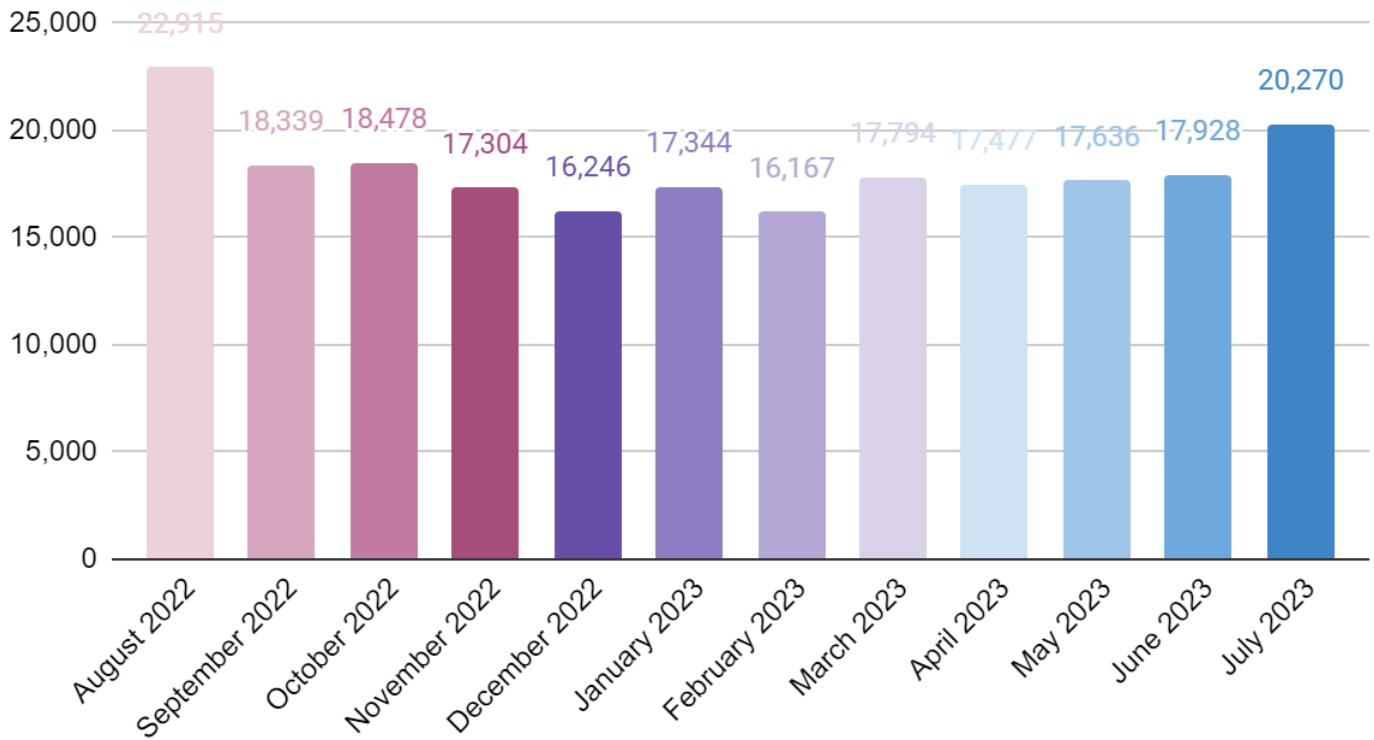
For May-July in 2022 and 2023, there was a spike in circulation in July. A large portion of the increase was concentrated in Youth Services, so we could attribute this to the summer reading program.



This graph shows the breakdown in numbers for the increase in Youth Services book circulation. The increase in Youth Services circulation from June to July totalled 1,237.

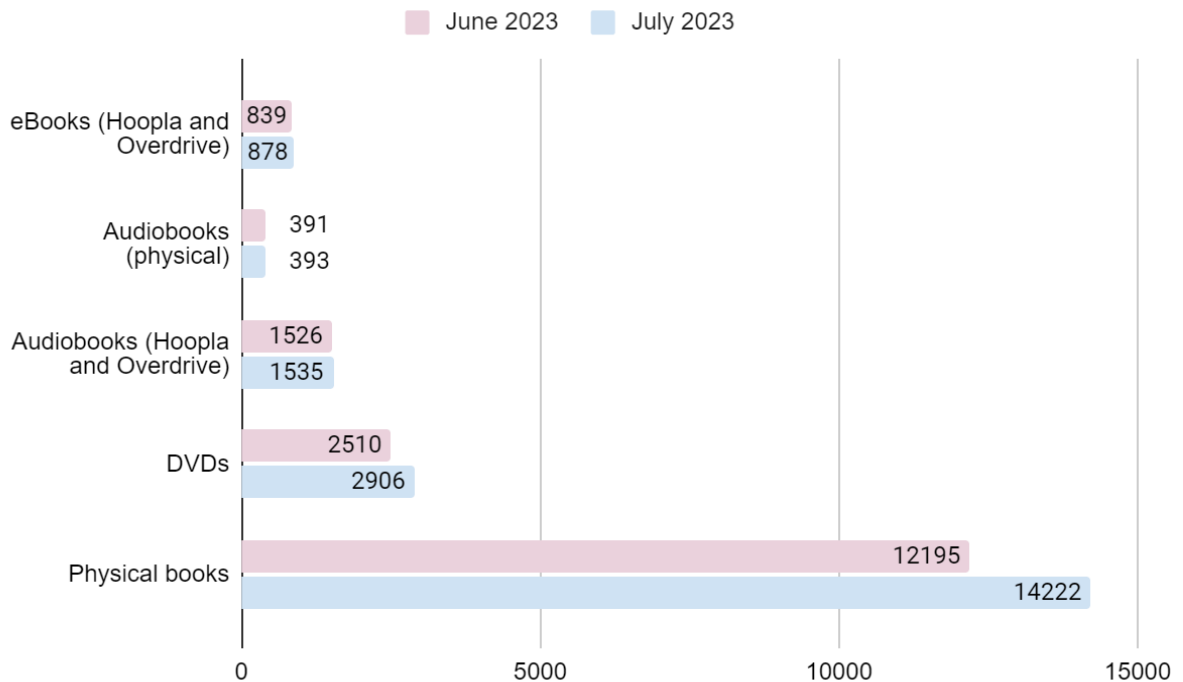


This graph shows circulation statistics for the past 12 months.



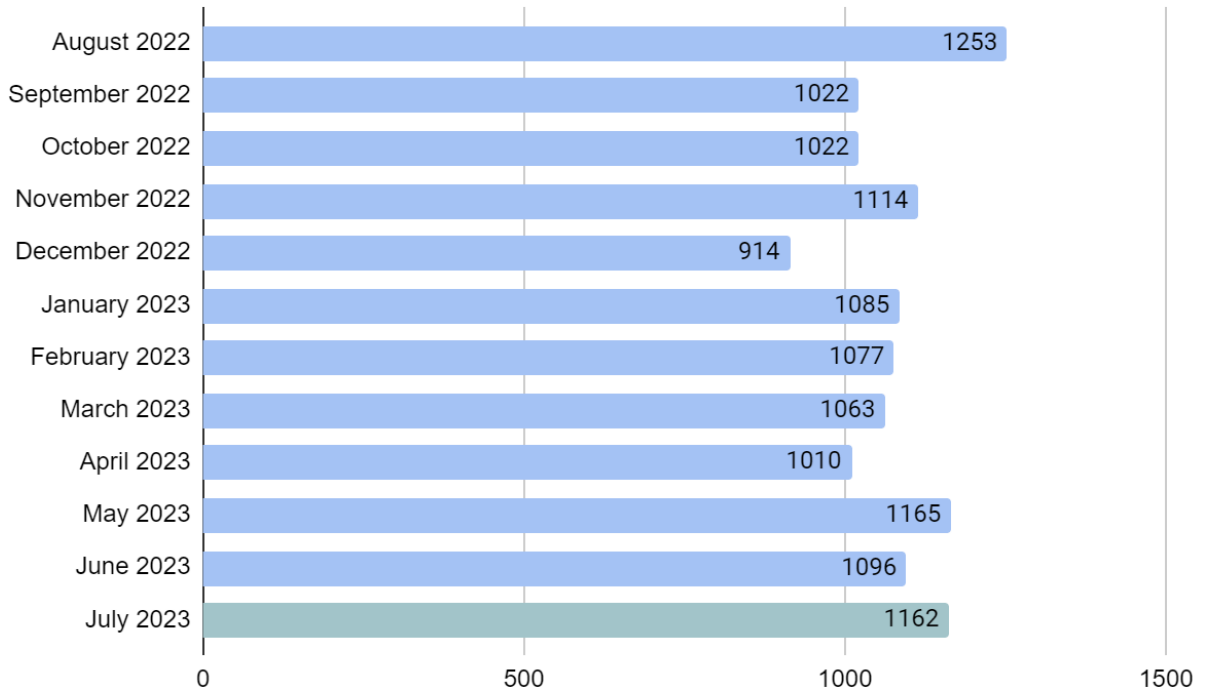
Circulation by media:

This graph shows a breakdown of circulation stats by media over the past two months. DVD usage also increased by 396 from June to July.



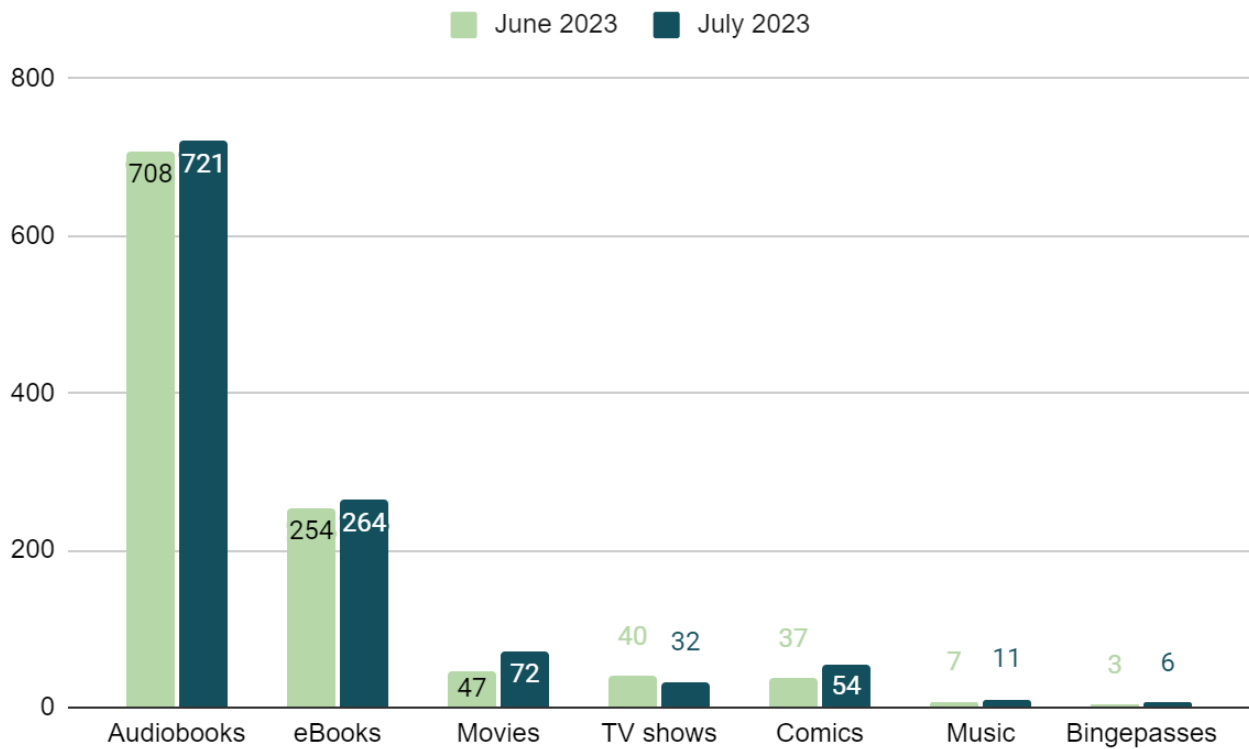
Hoopla Circulation:

Hoopla circulation increased slightly.



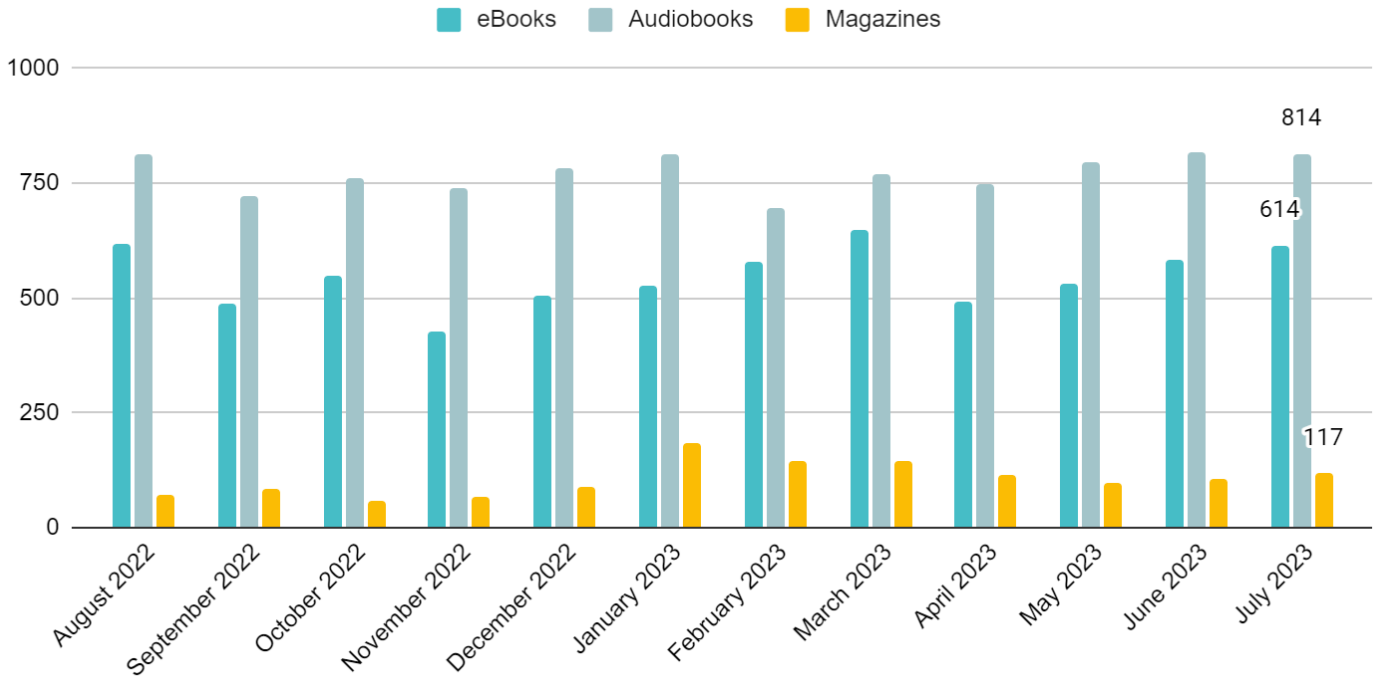
Hoopla Circulation by format:

This graph shows the difference in Hoopla circulation from June to July.



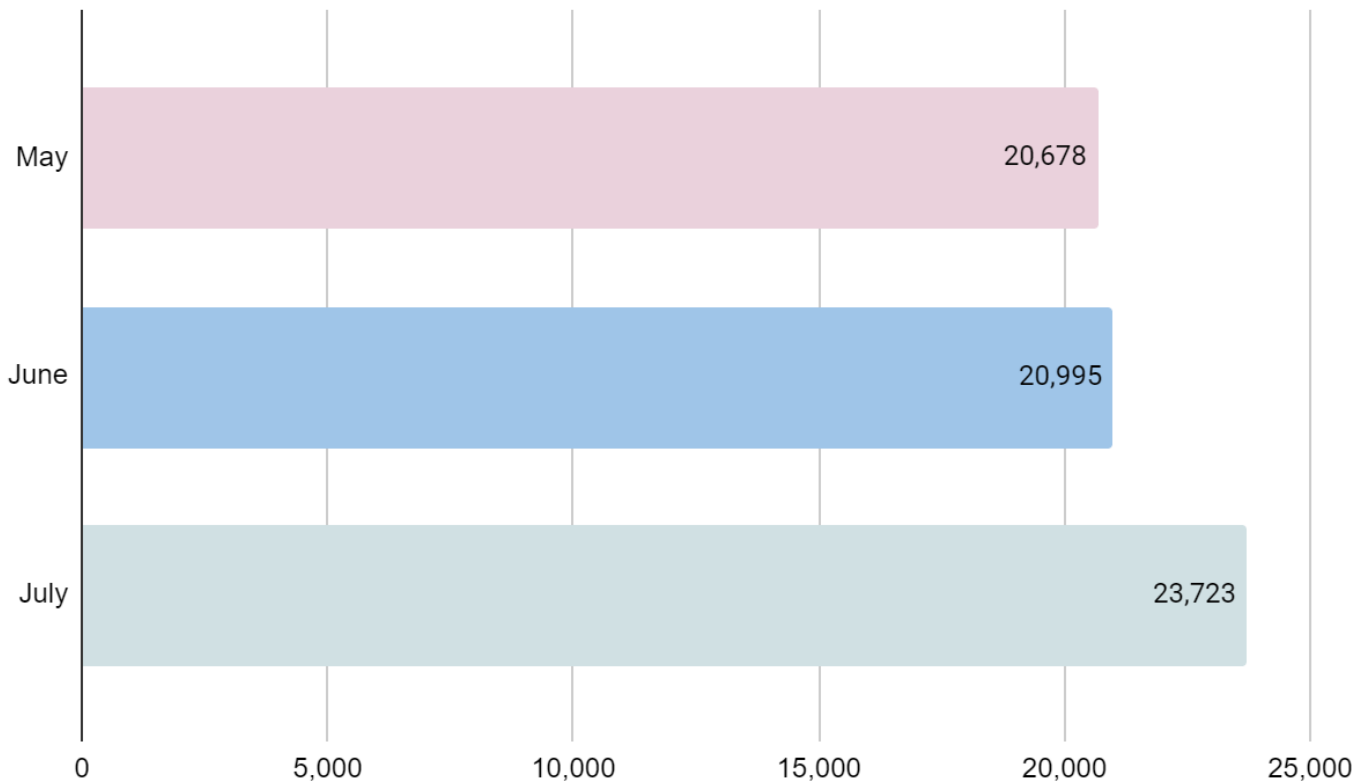
Overdrive/Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:

Libby eBook usage is steadily increasing.



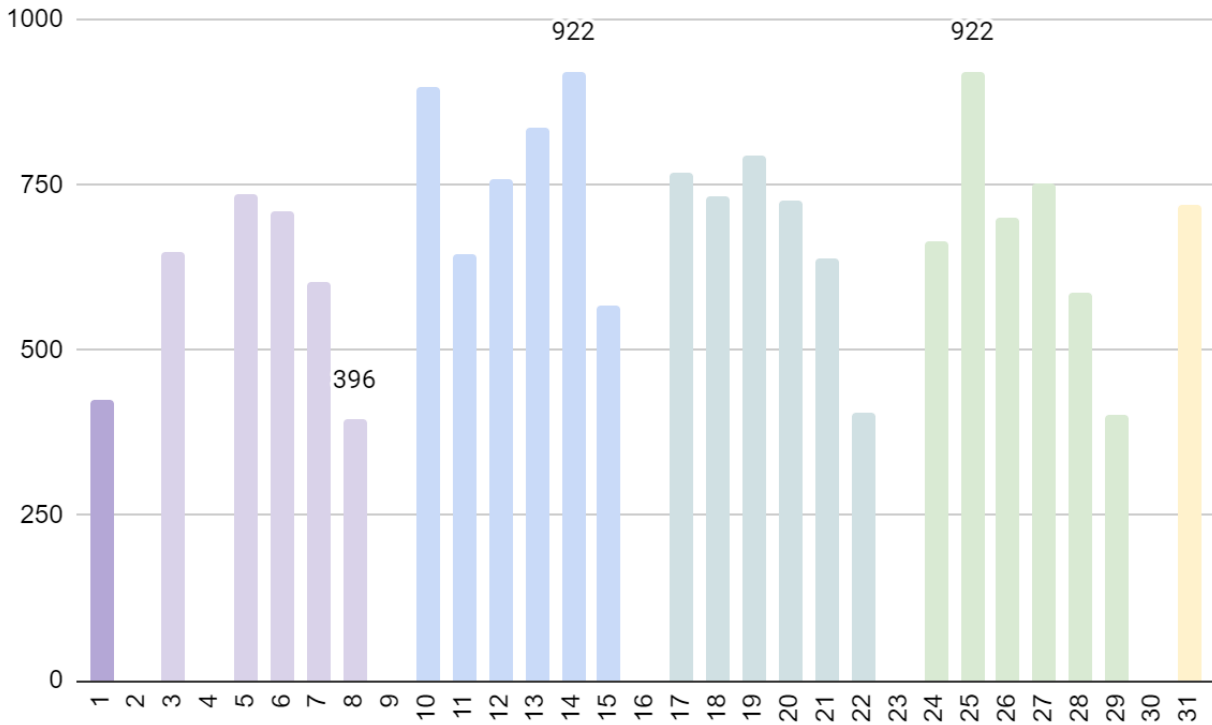
Total Door Count for June 2019-2023:

Door count increased by 2,728 from June to July.



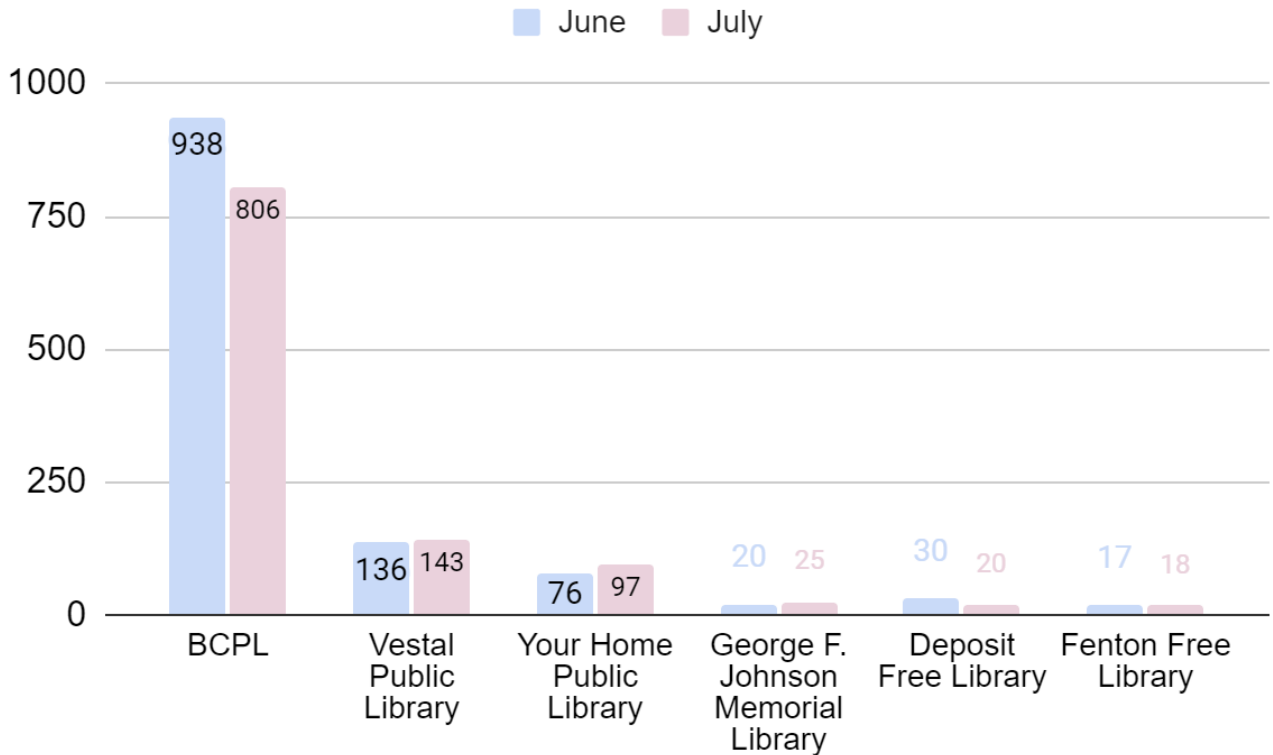
Daily Door Count Totals (by date):

The 14th and the 25th are tied for first place. The lowest was 396 on June 3rd.



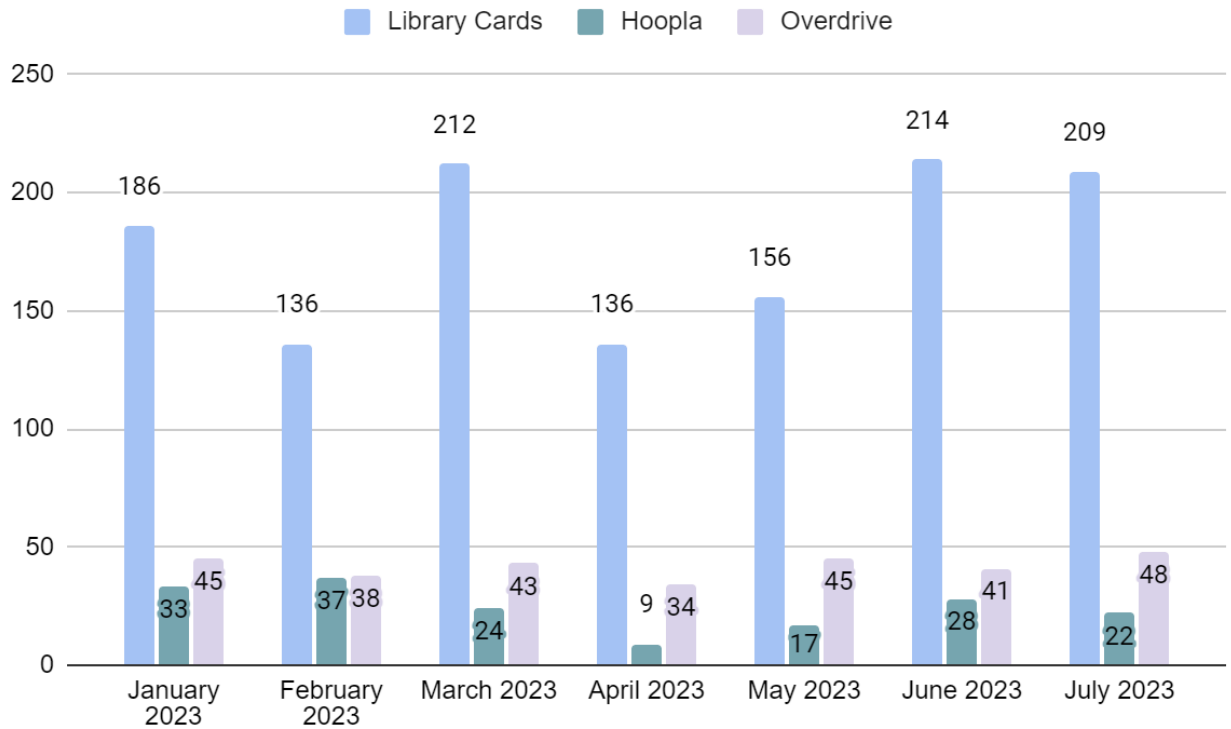
Holds:

This graph shows the variance in the number of holds on BCPL items within the 4CLS system.



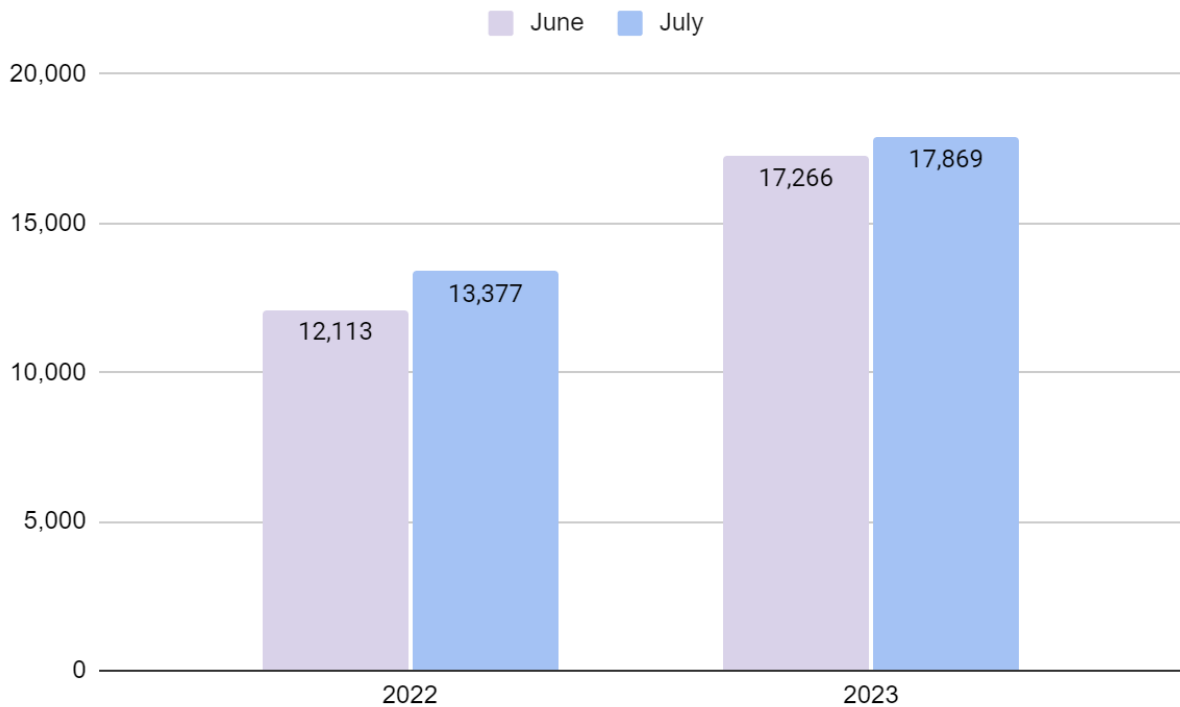
New Patron Registration (Library Cards, Hoopla, and Libby/Overdrive):

There isn't much variance in registration numbers for June-July.



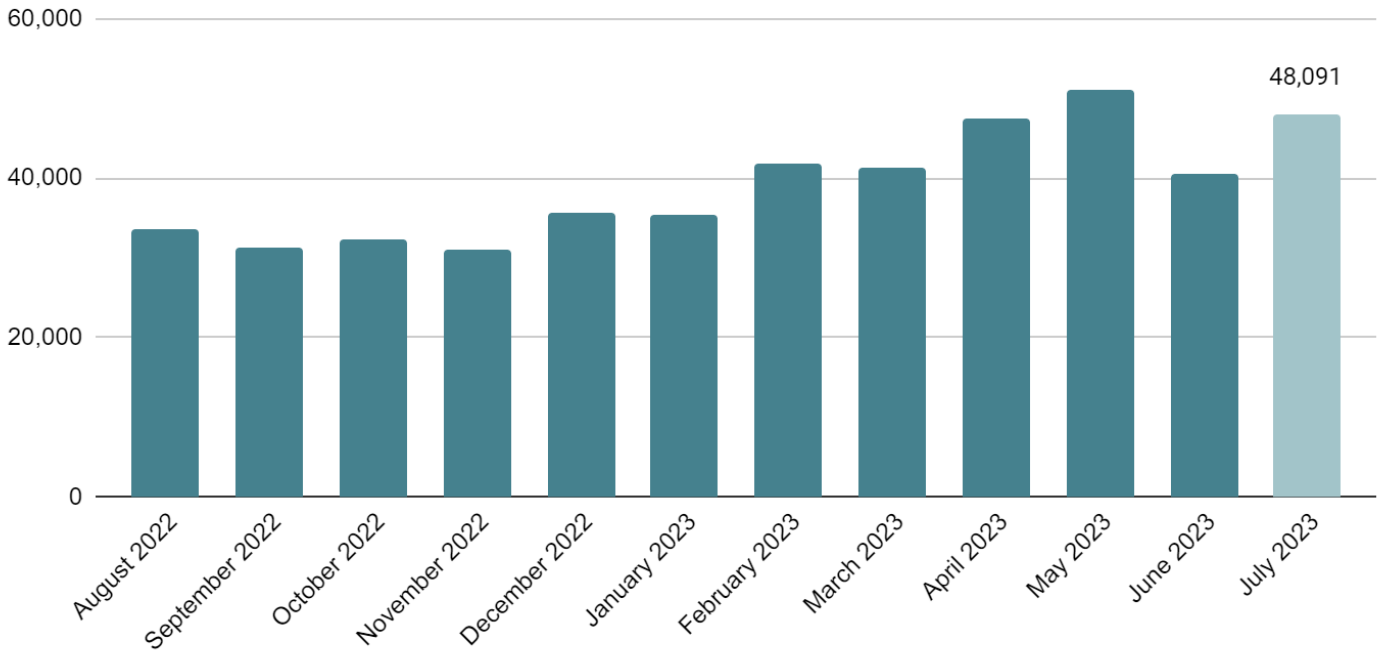
Website Analytics:

This graph shows total pageviews for June-July 2022 and 2023. We continue to increase traffic with our new website.



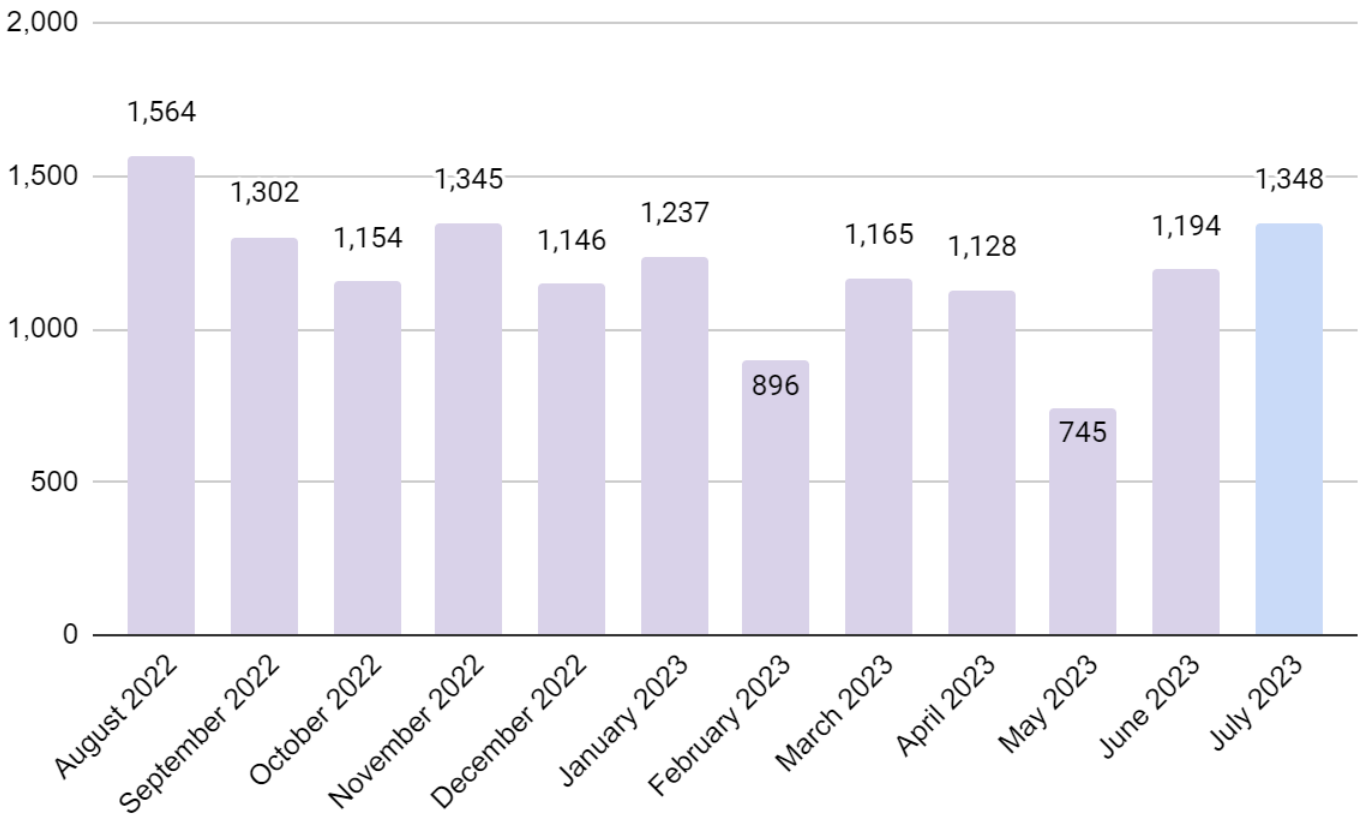
Number of Wireless Sessions:

Wireless sessions have increased by 7,524.



Public Computer Sessions over the past 12 months:

Public computer sessions have risen by 154.



Circulation

Submitted by Kathleen Shores

The Four County Library System created the 4CLS Road Trip for all member libraries to participate in. The 4CLS Road Trip is a fun way for patrons and community members to visit the 42 different libraries in the Four County Library System. Each participant receives a special pamphlet containing all the member library names. For each library the participant visits, they receive a stamp. When the participant reaches 10, 20, 30, and 42 stamps, they receive prizes. The 4CLS Road Trip began Saturday, July 1st and runs through Saturday, September 1st.

4CLS stats for the month of July:

Week 1: 37 participants

Week 2: 24 participants

Week 3: 31 participants

Week 4: 10 participants

Full-time Circulation clerk, Emma Wagaman, provided 12.5 hours of desk coverage/additional help to Youth Services.

Full-time Circulation clerk, Nursel Bagsever, provided 49.5 hours of desk coverage/additional help to Youth Services

Part-time Circulation Clerk, Ethan Mellen provided 17 hours of desk coverage/additional help to Youth Services.

Part-time Circulation clerk, Christian Wert provided 10.5 hours of desk coverage/additional help to Local History.

The Circulation desk and Reference desk issued guest approximately 121 guest passes during the month of July. The library welcomed visitors from other states California, Connecticut, Louisiana, Pennsylvania, South Carolina, Texas, and Virginia

July 2023 Youth Services Board Report

Notable things to report in Youth Services:

- The Youth Services Summer Reading Program continues to be busy.
- Gill continues to regularly assist the Youth Services Department with outreach programs, running teen programs, and hours on our service desk. Youth Services staff greatly appreciate this assistance. Gill's Teen Volunteer Program is going well, with seven volunteers providing 100 hours of service between July 1-July 29.
- Kathleen continues to regularly provide coverage for the Youth Services Department. Youth Services staff greatly appreciate this assistance.
- Sherann, our Foster Grandparent, went on a medical leave on July 7. We have another Foster Grandparent subbing until Sherann can return in the fall. The Borrow a Grandparent program is going well, with consistent participation from families, and with caregivers noting that children are flourishing academically because of this program.
- Kelsey spoke with a volunteer from NASA, who will be providing two public programs about eclipses for all ages. These programs will be held on October 14 and April 8. Kelsey applied for 500 free eclipse glasses through the Solar Eclipse Activities for Libraries (SEAL) program. We should find out by August 31 whether we were chosen to receive these glasses.
- On July 27, Kelsey met with two of our Community Educators for Bilingual Ukrainian Story Time. The program will be held on a monthly basis from October through May.
- Attendance for in person programs:
 - Borrow a Grandparent-every Tuesday-Thursday-Average attendance of 3
 - Biweekly lapsit story time-every Monday and Thursday -Average attendance of 22
 - Biweekly preschool story time-every Monday and Thursday -Average attendance of 14
 - Weekly Crafty Kids-Average attendance of 31
 - Weekly Tween Wednesdays STEM programs -Average attendance of 12
 - Weekly Teen Wednesdays craft program -Average attendance of 6
 - Weekly Teen Thursdays -Average attendance of 4
 - Weekly LEGO Club -Average attendance of 28
 - July 10- Bubbleman-Attendance of 144
 - July 18-LGBTQ+ Youth Group for Teens-Attendance of 1

Upcoming in Youth Services:

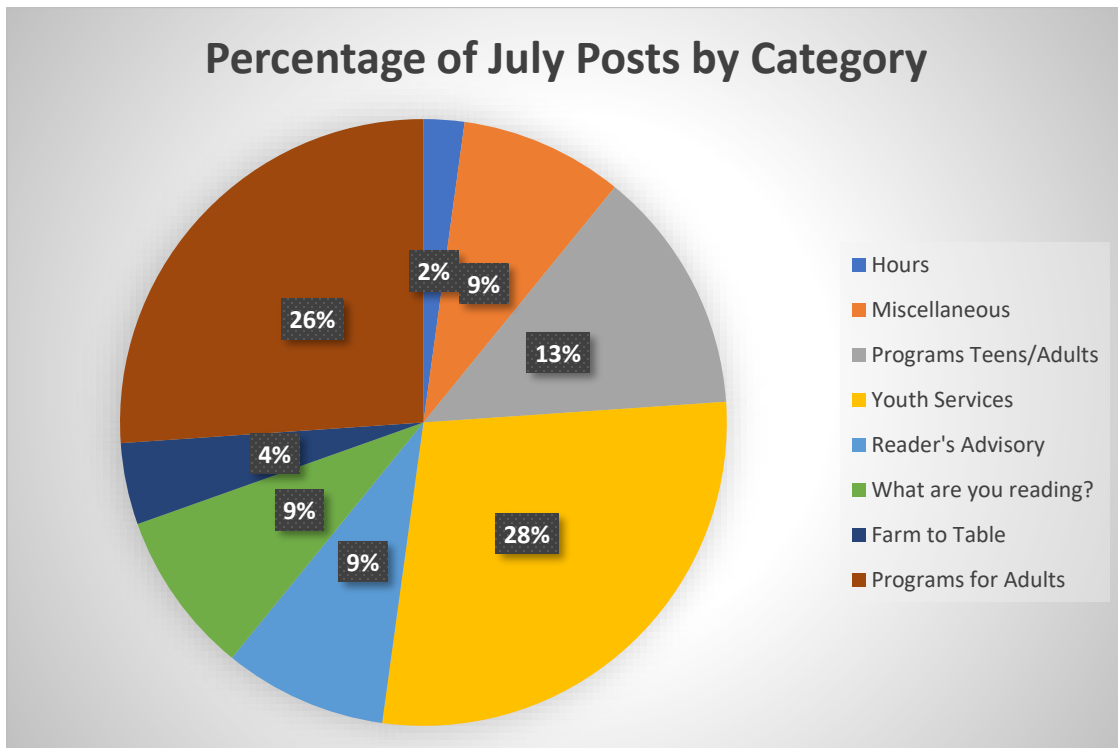
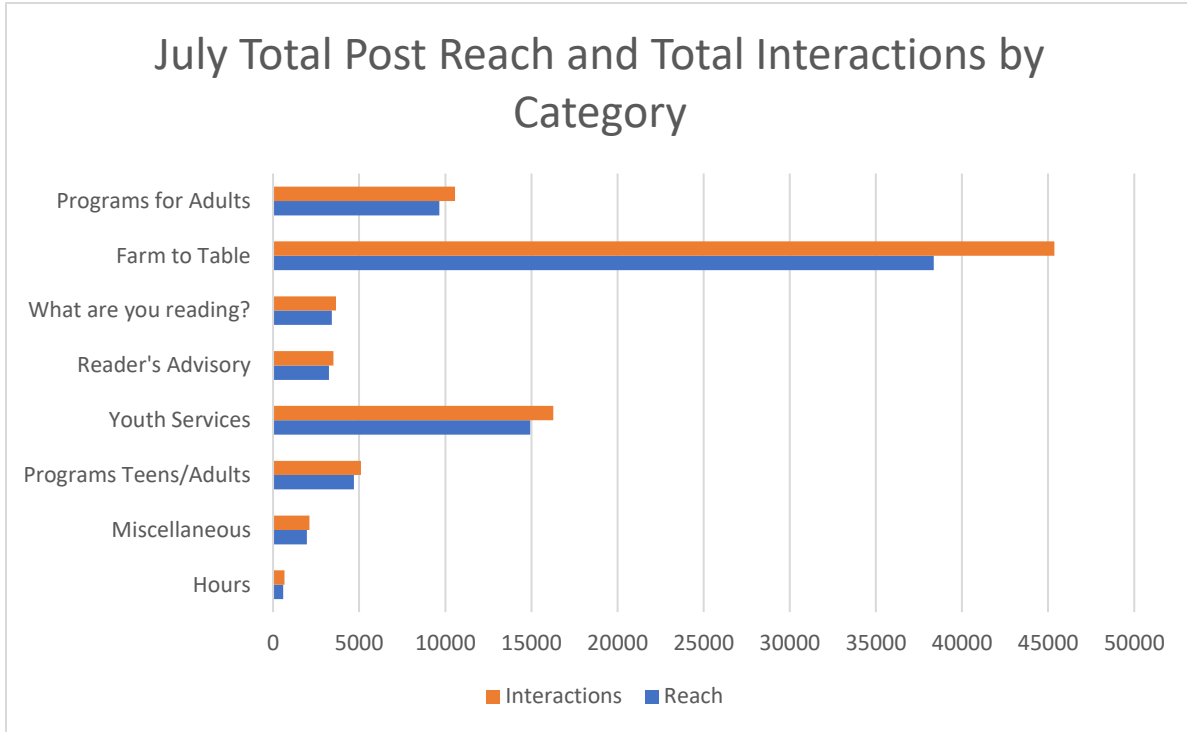
- Upcoming programs:
 - Borrow a Grandparent-every Tuesday-Thursday
 - Biweekly lapsit story time-every Monday and Thursday (through August 12)
 - Biweekly preschool story time-every Monday and Thursday (through August 12)
 - Weekly Crafty Kids (through August 12)
 - Weekly Tween Wednesdays STEM programs (through August 12)
 - Weekly Teen Wednesdays craft program (through August 12)
 - Weekly LEGO Club (through August 12)
 - Weekly Teen Thursdays (through December 31)
 - Dan the Snakeman-August 4
 - Story Time for Adults-August 14
 - LGBTQ+ Youth Group for Teens-August 15
 - All Ages Summer Camp Party-August 29 (collaboration with Information Services)

- LEGO Club-September 9 & 23
- Family Movie Afternoon-September 16
- NASA Eclipse Program-October 14
- Interactive Nightmare Before Christmas Movie Program
- Kelsey will attend the Head Start Policy Council meeting on August 2 to discuss the Library's services and programs.
- A Pokémon Trading Card Game Club for families will be starting in the fall.
- Michelle will offer art classes, sewing classes, and a Science Fair for homeschool families in the fall.
- Community Educators will resume Ukrainian Story Times on October 17.
- Youth Services will collaborate with Information Services on future programs, including a summer camp party, Halloween program, and a space party.
- Youth Services staff will table at future Roberson Museum events.

Respectfully submitted by
Kelsey Matoushek
Librarian II

Information Services Report

Submitted by Judd Karlman



Broome County Public Library
 July 19 at 11:08 AM · 🌐

Do you have extra produce from your garden? Bring your fresh, rinsed whole produce to the Circulation Desk to donate for our Farm to Library Program. If you have questions, please contact Sherry Kowalski (607-778-3829 / sherry.kowalski@broomecountyny.gov).

The BROOME COUNTY FARM TO LIBRARY PROGRAM
Is Calling for Donations

**Have extra produce from your garden?
 Bring your fresh, rinsed whole produce
 to the Circulation Desk to donate!**

bcpl broome county public library

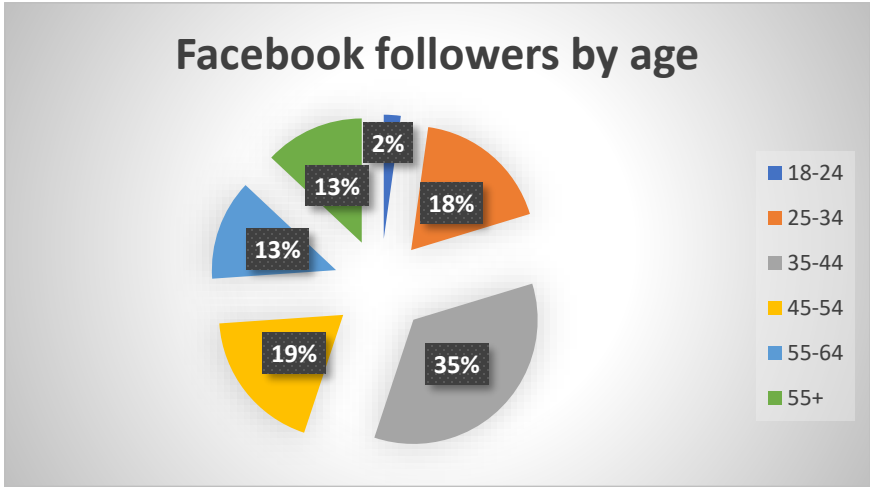
👍❤️ 19 2 comments 28 shares

👍 Like 💬 Comment

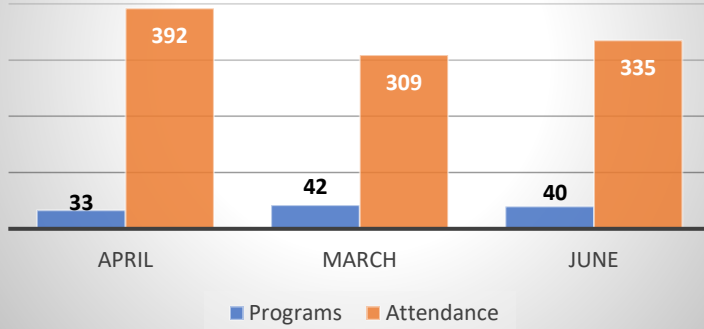
Most relevant ▾

Most Relevant is selected, so some comments may have been filtered out.

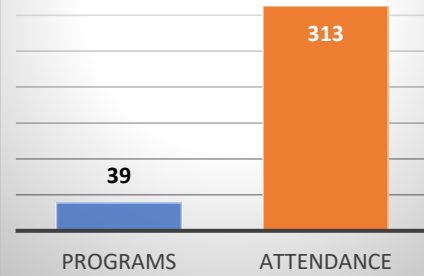
Once again a Farm to Table post had the most impressions in a single post with 43,513 and the most people reached with 36,706. These were more than ten times more than the closest post for reach and impressions.



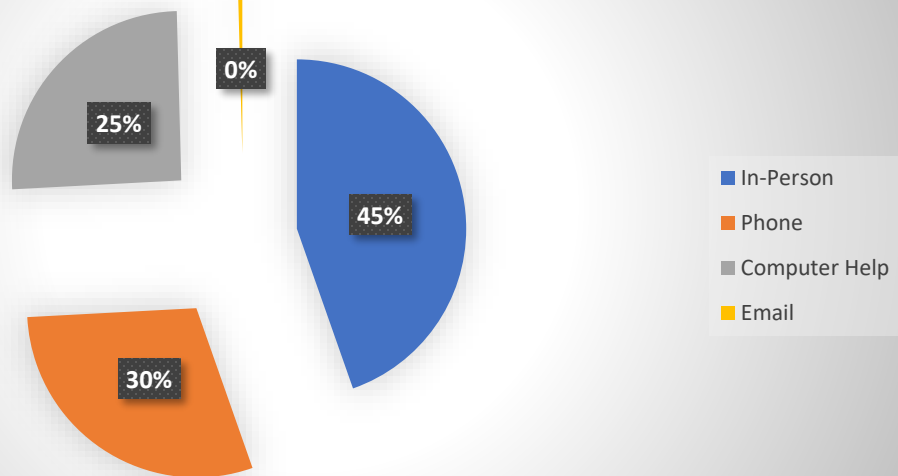
Program Statistics for Past 3 Months



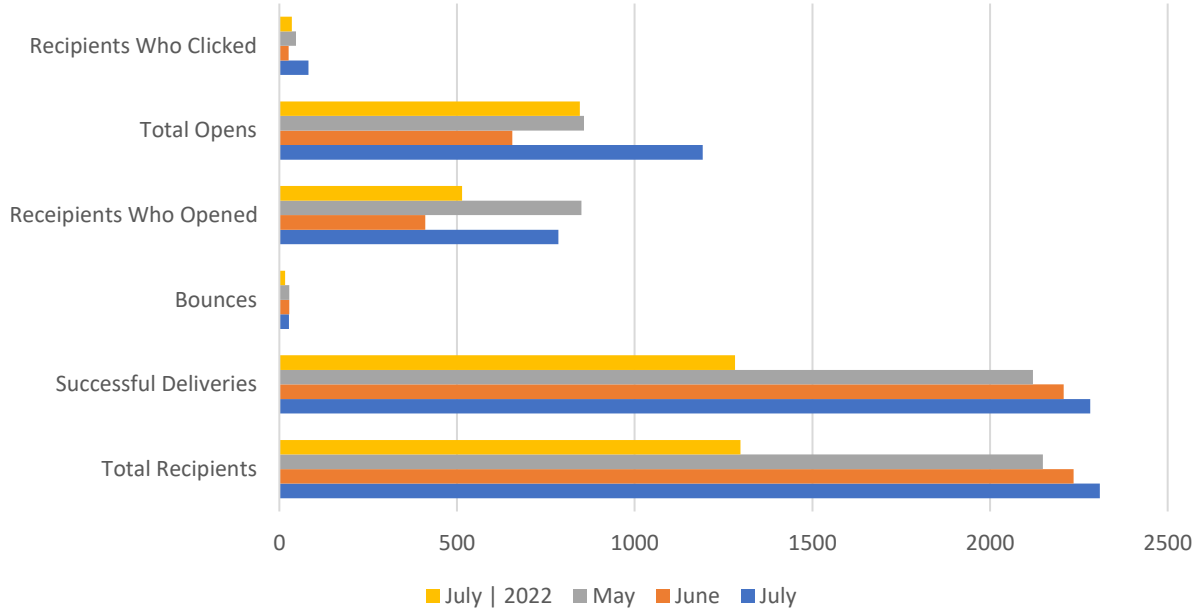
July



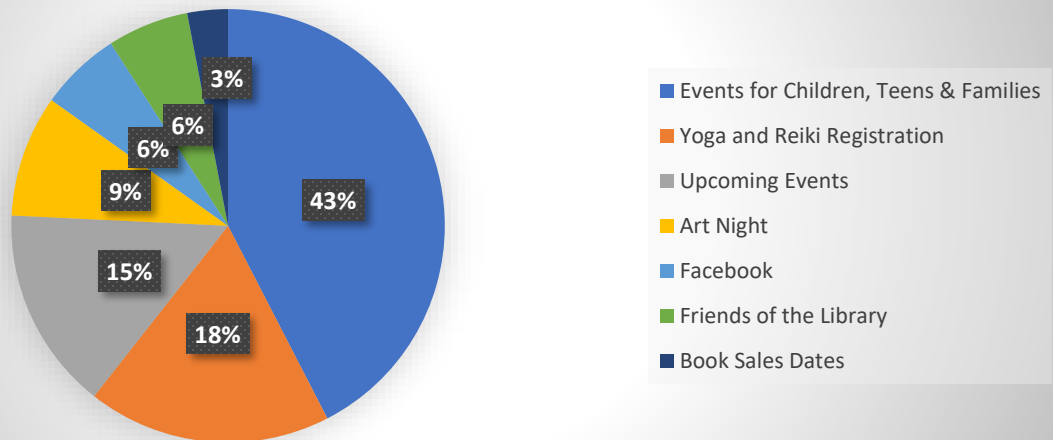
Percentage of Reference Questions by Type



In the Loop: Data Analysis for the Last Three Months and July 2022



In the Loop Link Clicks for July



Director's Report

Josias Bartram

August 10, 2023

Building/construction updates

- The automatic openers on the front doors have been successfully replaced as of 7/25, so we are finally fully accessible again. The full door replacement was rescheduled for 8/23-9/1. During (some of?) that time, we will be routing all traffic through the Decker Room. The vendor is putting down a floor covering to protect the new carpet and DPW is providing sawhorses to direct the flow.
- Our 2022-2023 Construction Aid has been approved. It will be subject to the same purchasing guidelines that have made the 2021-2022 project so difficult.

2024 Budget Update

We were asked to cut \$50k from our 2024 budget proposal as approved by the Board. All county departments were asked to cut the similar percentages from their proposals, and we were given complete discretion as to how we want to cut. This is a relatively small percentage of our budget, and it will still be a significant increase from last year.

- Our priority is to preserve the new positions that we are proposing: a full-time Library Assistant for Youth Services, a full-time Custodial Supervisor, and a part-time Library Clerk for Local History. We are achieving this by leaving the Senior Account Clerk position unfilled through the end of 2024. We have had a difficult time filling this position in any case, and Jackie has agreed to stay on as temp Principal Account Clerk through the beginning of 2025. We are leaving the position unfunded but will still have it as an approved position that we can fund for 2025.
- I will include a copy of the budget proposal as submitted by the County Executive reflecting these changes at the September meeting. The budget will go to the Legislature in November, but we will likely have a hearing before then.

My 2024 sailing trip

I've mentioned this to many of you individually, but I am planning on taking a lengthy vacation starting at the end of February or beginning of March next year to sail across the Pacific on a 46-foot sailboat named Little My. My plan to be gone for 6 weeks and will have the paid vacation time available. However, given the unusual nature of this trip (both length and the fact that I will be entirely out of contact for most of the time), I am asking for your approval for the trip and will also be asking the County Executive. In order for this to be feasible, the Annual Report will need to be submitted before I leave, and Sherry will need to be given full authority to manage the Library in my absence.

Personnel

- We are pleased to have hired Catherine Balzani for our open Library Clerk position. Catherine started on Monday and is working in Circulation. We hired her from the Civil Service list. She was most recently employed as a Teacher's Aid at Maine-Endwell. Her application is attached for the benefit of trustees but is not part of the posted board packet.
- As mentioned above, we are leaving the Senior Account Clerk position unfilled through the end of 2024. Since it was already funded for 2023, we will be significantly under on salary and benefits this year. I'm authorizing overtime as needed for the remainder of the year.
- Staff was appreciative of the Board's statement of support following accusations made in the public comment period of the last two board meetings.

Assistant Director's Report

Sherry Kowalski

August 4, 2023

Projects/Committees

- The 4CIS road trip began on July 1st. Patrons and staff are encouraged to pick up a passport at any 4CLS library and start visiting as many of the 42 libraries in the system by September 2nd. As the contact person for program, I send the weekly stats to 4CLS, and relay information to the Circulation and Information departments.
- The Farm to Library program launched on July 5th. I started promoting the program and printed out produce storage and prep guides that Kate Miller-Corcoran compiled. I modified the logo that Kevin Davidson designed for the sign and the Broome County print shop printed it for us. I am in contact with our Produce Fairies (Judy and JoAnne from the Friends) to make sure they have everything they need.
- Wowbrary is a new service that we signed up for through 4CLS. It is a weekly e-newsletter that lists the new books and DVD's that were added to our collection. I started to promote this service on Facebook. I plan to promote this service more broadly in the coming months.
- The Welcome center is slowly coming together. The brochure racks that the Roberson Museum gave to us are installed, the sign was printed by the County print shop, and most of the brochures have come in. I am waiting for the frame for the sign to arrive.

Continuing Education

The four-week online course, Fundamentals of Management, started on July 24. The first week we learned about the role of the manager, the difference between managers and leaders, and leadership styles. Our assignment was to complete a leadership self-assessment and write about our current strengths, opportunities to improve and how we plan to work on those challenges. The second week we learned about elements of strong relationships, communication, and delegation. For the second week assignment we were asked to "consider a person who saw my inherent value, who believed I could make a difference, created space for my full humanity, and treated me with dignity and respect." My essay was to include how this made me feel, how did I show up, and what if I could be that person for someone else simply by approaching them with a presence that makes them feel empowered to see the best version of themselves. I am learning a great deal from this class. There are weekly chat sessions on Zoom that are very useful. We can ask questions and offer support to other librarians in management positions.