

Account		Budget	YTD Actuals		July (58%)	Remaining	
Revenue							
5000100	LIBRARY COPY FEES	13,000	7,312	56%	957	5,688	44%
5000177	RENTALS & FEES	7,200	3,000	42%	0	4,200	58%
5000189	OTHER LOCAL GOVERNMENTS	879,589	220,420	25%	0	659,169	75%
5000312	RENTAL CHARGEBACKS	49,000	30,000	61%	0	19,000	39%
5000426	MISCELLANEOUS	6,900	2,193	32%	373	4,707	68%
5000451	INTEREST AND EARNINGS	20,000	29,468	147%	4,071	-9,468	-47%
5000470	VENDING MACHINE	1,000	324	32%	64	676	68%
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	1,427,325	100%	0	0	0%
5000569	TRANSFER - DEBT SERVICE FUND	1,915	3,682	192%	0	-1,767	-92%
5000808	OTHER STATE AID	92,000	0	0%	0	92,000	100%
5000952	ARRA DEBT REIMBURSEMENT	85	85	100%	0	0	0%
Total		2,498,514	1,723,809	69%	5,465	774,705	31%

Balances	
3150899 FUND BALANCE	777,153
4660036 TRUST FUND	12,669
8990001 CAPITAL BALANCE	29,336
8990001 PROJECT BALANCE	532,044
subtotal (Library funds)	1,351,202
GRANT BALANCE (Friends)	84,132
	1,435,334

Account		Budget - original	Budget - w/transfers	YTD Actuals		July (58%)	Encumbered	Remaining	
Salaries									
6001000	SALARIES FULL-TIME	1,028,661		536,042	52%	111,140		492,619	48%
6001001	SALARIES PART-TIME	159,571		77,351	48%	18,179		82,220	52%
6001002	SALARIES TEMPORARY	11,122		37,944	341%	9,812		-26,822	-241%
6001003	SALARIES OVERTIME	0		877		451		-877	
Total		1,199,354		652,215	54%	139,581		547,139	46%

Contractual Expenditures										
6004002	MAT & SUPPLIES-PAINT	0	0	15			0		-15	
6004012	OFFICE SUPPLIES	2,060	2,060	2,168	105%	270	2,832	137%	-2,940	-143%
6004021	BLDG MAINTENANCE SUPPLIES	1,030	1,030	338	33%	129	912	89%	-220	-21%
6004022	FUEL AND HEATING SUPPLIES	22,000	22,000	10,462	48%	415	0	0%	11,538	52%
6004023	BLDG AND GROUNDS SUPPLIES	4,429	4,429	1,763	40%	468	2,571	58%	95	2%
6004048	MISC OPERATIONAL SUPPLIES	4,000	3,703	0	0%	0	0	0%	3,703	100%
6004055	COMPUTER SOFTWARE AND SUPPLIES	72,461	72,461	72,109	100%	0	0	0%	352	0%
6004056	COMPUTER EQUIPMENT(NON CAPITAL)	3,000	3,000	0	0%	0	0	0%	3,000	100%
6004070	BOOKS ADULT SERVICES	69,577	72,296	38,242	53%	9,533	24,687	34%	9,368	13%
6004071	JUVENILE BOOKS	55,620	56,578	27,528	49%	2,686	16,645	29%	12,405	22%
6004073	SUBSCRIPTIONS	9,700	9,700	5,268	54%	4,870	0	0%	4,432	46%
6004074	AUDIOVISUAL MATERIALS	25,000	25,000	11,354	45%	1,985	13,371	53%	275	1%
6004075	ELECTRONIC ACCESS MATERIALS	53,450	53,450	38,527	72%	9,964	0	0%	14,923	28%
6004100	POSTAGE AND FREIGHT	1,400	1,400	947	68%	39	0	0%	453	32%
6004105	DUES AND MEMBERSHIPS	1,500	1,832	1,832	100%	297	0	0%	0	0%
6004112	BLDG GROUNDS AND EQUIP REPAIR	3,000	3,000	787	26%	451	463	15%	1,750	58%
6004113	WATER AND SEWAGE CHARGES	3,200	3,200	1,073	34%	0	0	0%	2,127	66%
6004115	ELECTRIC CURRENT	60,000	60,000	46,424	77%	10,639	0	0%	13,576	23%
6004117	BUILDING AND GROUNDS EXPENSES	42,244	42,244	10,109	24%	2,125	7,534	18%	24,601	58%

6004136	OPERATIONAL EQUIPMENT REPAIRS	3,090	3,090	0	0%	0	3,319	107%	-229	-7%
6004137	ADVERTISING AND PROMOTION EXPE	3,000	3,000	2,753	92%	246	0	0%	247	8%
6004138	OTHER OPERATIONAL EXPENSES	20,000	20,000	10,272	51%	870	6,054	30%	3,674	18%
6004160	MILEAGE AND PARKING-LOCAL	700	700	529	76%	51	0	0%	171	24%
6004161	TRAVEL HOTEL AND MEALS	2,000	2,000	577	29%	0	0	0%	1,423	71%
6004162	EDUCATION AND TRAINING	2,000	2,000	1,155	58%	0	0	0%	845	42%
6004193	HARDWARE MAINTENANCE	9,025	9,025	6,025	67%	0	0	0%	3,000	33%
6004196	COPYING MACHINE RENTALS	10,000	10,000	5,122	51%	811	0	0%	4,878	49%
6004504	OTHER FINANCIAL SERVICES	4	4	4	98%	0	0	0%	0	2%
6004573	OTHER FEES FOR SERVICES	6,000	5,965	4,822	81%	878	0	0%	1,143	19%
Total		489,490	493,167	300,190	61%	46,726	78,388	16%	114,589	23%

Chargebacks

6004602	INSURANCE PREMIUM CHARGEBACK	26,606		13,303	50%	0		13,303	50%
6004604	DPW SECURITY CHARGEBACKS	125,080		31,270	25%	31,270		93,810	75%
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		2,500	50%	2,500		2,500	50%
Total		220,165		47,073	21%	33,770		173,092	79%

Debt

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

Benefits

6008001	STATE RETIREMENT	152,059		72,685	48%	15,131		79,374	52%	
6008002	SOCIAL SECURITY	91,751		47,720	52%	10,204		44,031	48%	
6008004	WORKERS COMPENSATION	6,889		3,445	50%	0		3,445	50%	
6008006	LIFE INSURANCE	190		59	31%	17		131	69%	
6008007	HEALTH INSURANCE	163,740		86,824	53%	18,915		76,916	47%	
6008009	RETIREE HEALTH INSURANCE	328,156		214,397	65%	52,355		113,759	35%	
6008011	UNEMPLOYMENT INSURANCE	0		1,475		1,475		-1,475		
6008012	EMPLOYEE TUITION REIMBURSEMENT	3,500		0	0%	0		3,500	100%	
6008014	NYS ERS VDC EXPENSE	7,385		4,046	55%	849		3,339	45%	
Total		753,670		430,651	57%	98,944		323,019	43%	
Salary and benefits		1,953,024		1,082,866	55%	238,526		870,158	45%	
Total expenses		2,752,191		1,515,963	55%	319,022	78,388	3%	1,157,839	42%

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%	37,058	10%	340,965	90%
6004117	STATE CONSTRUCTION AID - 2023	157,447	141,702	90%	15,075	10%	0	0%	0	0%	157,447	100%
6004117	BROOME COUNTY CIP - 2023	100,000	100,000	100%	0	0%	281	0%	78,934	79%	20,786	21%
6004138	2025 FARM TO LIBRARY	3,000	3,000	100%	0	0%	0	0%	0	0%	3,000	100%
6004573	2025 SUMMER READING	2000	2000	100%	0	0%	0	0%	1349	67%	651	33%
subtotal		640,470	586,923	92%	52,877	8%	281	0%	117,340	18%	522,849	82%

Active Friends Projects & Grants												
	HOYT GRANT - Reading Garden	50,000	50,000	100%	0		0		8,211	16%	41,790	84%
	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		2,000	100%	0	0%
	COMMUNITY FOUNDATION - Farm2Lib #2	5,000	5,000	100%	0		0		3,486	70%	1,514	30%
	KLEE GRANT #2	45,000	45,000	100%	0		0		30,398	68%	14,602	32%
	Period Pantry	7,203	6,703	93%	0		0		6,342	88%	861	12%
	25th Anniversary Gala	1,500	1,500	100%	0		0		0	0%	1,500	100%
	2025 Library Support	28,710	16,692	58%	9,378	33%	0		16,692	58%	9,378	33%
subtotal		176,113	163,595	93%	9,378	5%			99,452	56%	74,021	42%
Total Active Projects & Grants		816,583	750,518	92%	62,255	8%	281	0%	216,792	27%	596,870	73%

Director's Report

Josias Bartram

August 14, 2025

Staffing/Personnel

- Sherry and Michelle worked with me on an unusually competitive Library Assistant search. We receive 29 qualified applications and interviewed 6 finalists with library experience. It was a difficult choice (there were 4 candidates who we would have gladly hired), but it was unanimous, and we are thrilled to have hired Sivan Johnson to (hopefully) start October 2nd. Sivan has extensive experience as a Library Assistant in Albany and Colorado and has built a successful maker space from scratch.
- Our other Personnel changes this month are all internal: Jan Evangelisti is retiring as a FT Library Clerk, but we will be rehiring her for one of our PT Clerk positions. This creates an opening for Nursel Bagsever to move back into the FT Clerk position from her current PT position. Ezgara Morpho is also moving from PT Library Clerk to FT Library Clerk to fill the position that Ethan Mellen vacated when he was promoted to Library Assistant. Musical chairs!
- This leaves us short one PT Library Clerk.

Budget & Financials

- The updated 2026 Budget Proposal is attached for your review and approval. This is the version that was submitted to the County Executive after our meeting with him and OMB. In addition to correcting various small inconsistencies/errors, the primary change here is requesting \$250k more in expenses than revenue. This difference represents a contribution from the Library fund balance equivalent to the one from this year.
 - The meeting was friendly and positive as always. We will find out in mid-September how much of our request made it into the Executive's budget proposal.
 - This still doesn't include any costs associated with a CSEA contract (ie a COLA raise). That will be added as a line outside of our budget once a contract is negotiated.
- The July Financials are also attached.
 - As always, lines in red are on track to be over (for expenses) or under (for revenue) and highlighted lines are those that I want to talk about in the meeting. The overall takeaway is that we are exactly where we need to be.

Projects & Renovations

- The renovations (Bathrooms, Security Office, Door and Ramp to Reading Garden) are finishing up in code review and will be going to bid soon. I've been assured that although this is a couple of months behind the original timeline, we are still on track.
- I still need to work with Kelly on a plan to get the solar panels reinstalled.
- I hope to schedule implementation work for the new garden design this fall and next spring.

Security Updates

- Broome County Transit removed the bus shelter and bench outside the Library. Although this wasn't our decision, it was something that we had asked for due to the propensity for harassment, fights, and drug use associated with this location. It was a gray area in jurisdiction that was difficult for both BPD and Broome County Security to police, and it was a location that banned patrons hung out. It has created a minor controversy on local news and social media equivalent to when we removed the benches from out front. Not to dismiss valid feedback, but this sort of thing tends to be the same people giving the same reflexive responses. In terms of what I am hearing from staff and regular patrons (particularly families) the response has been overwhelmingly positive. I gave an fairly lengthy interview to Jim Ehmke about this and the larger issues that I expect to air as part tonight (8/13) if you want to see how I am framing this. Most of the media has been handled directly by Jason Garnar and Broome Security. In general, this is making all of us feel safer and more valued.

Assistant Director's Report

Sherry Kowalski

August 12, 2025

- I have been busy with personnel forms this month. I continue to learn more about this process and as I get more comfortable, I find that I enjoy this aspect of my job.
- I am enjoying being a part of the policies committee. My task this quarter was the Exhibit Policy. I find it rewarding to update our outdated policies.
- I was on the search committee for the Library Assistant position in Information Services. There were many qualified candidates, but the process went remarkably well. Josias, Michelle and I work well as a team.
- We are at the halfway mark for Farm to Library program. We aren't getting as many donations from local gardens, but I think that is due to the weather. I am not getting as much from my garden and haven't been able to donate as much as last year. It seems that Cutler Garden donations are down as well.
- I attended a webinar sponsored by South Central Regional Library Council, "Building Psychological Safety and Supportive Cultures in Teams." The presenter was knowledgeable and engaging but it was only an hour in length and could have easily been a half day program. It was nice to see some familiar faces, including Jillian Sandy.

Information Services Report
Submitted by Michelle Brandone
August 12, 2025

- The hiring committee has been working for most of July to fill the Library Assistant position in the Information Services department. I have been pretty focused on that work with the committee for the last few weeks, reviewing application packets, responding to candidates and interviewing. A lot of qualified candidates applied for the role, and it was a difficult decision! We are hoping to have someone start in the position in early September.
- Refreshing the “core” books in our adult collections is ongoing. Currently Laura is working on identifying which classics we should replace first with newer copies. I am going through the adult books that have been pulled for damage and working through the nonfiction missing list. Next up will be to go through the fiction missing lists and start refreshing that collection.

Programming Highlights

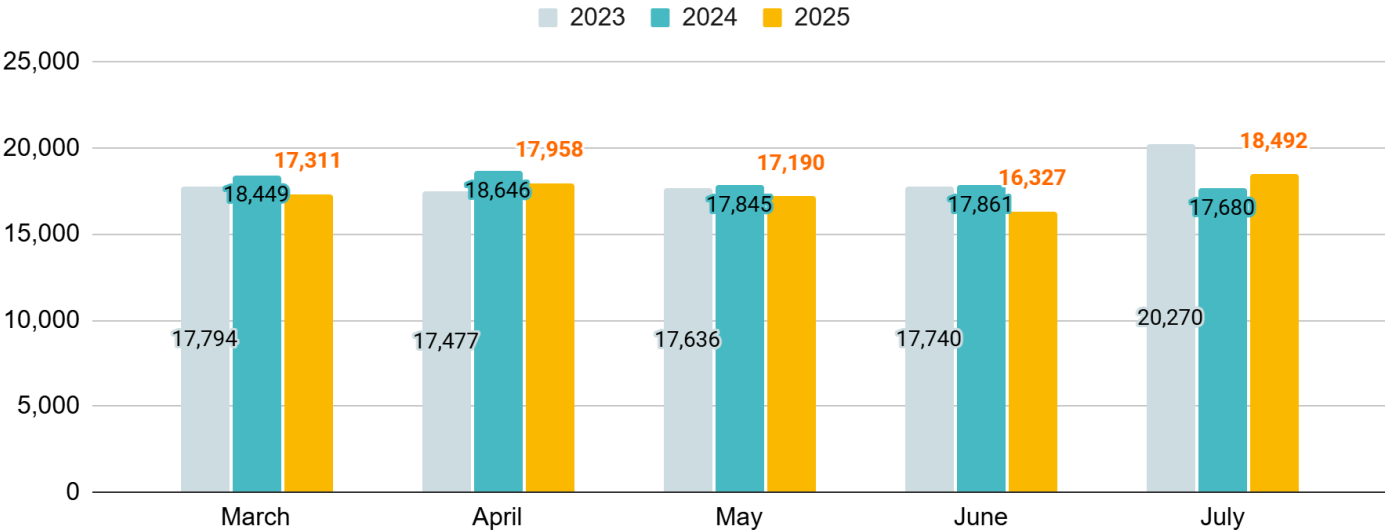
- We have had 19 adults participate in our Summer Reading bingo board challenge, each participant received a tote bag for getting bingo! The bingo board activity continues until August 25. Our tiny art show received some attention from WBNG – we had 8 people participate in the in-person program to paint mini canvases and 20 patrons returned a canvas from the 50 Take and Make kits we gave out. (Check out the tiny art display in the colonnade!) The tiny art exhibit falls within this year’s summer reading theme “Color Our World” which celebrates the importance of creativity and art in our lives.

Data Analytics Monthly Report (June 2025)

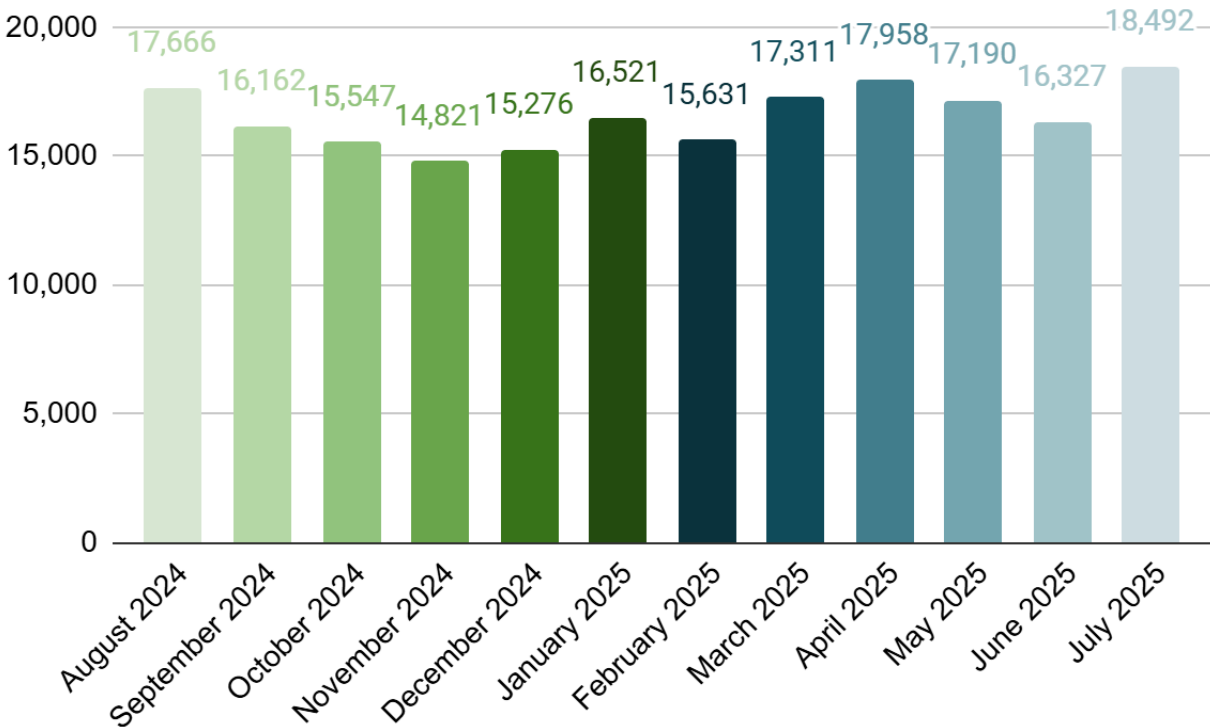
Submitted by Laura Haynes

Circulation:

This graph shows circulation from March-July in 2023, 2024, and 2025. We did extremely well this July, with a 13% increase month to month, and we surpassed 2024's numbers. I think we can safely connect this to summer reading.

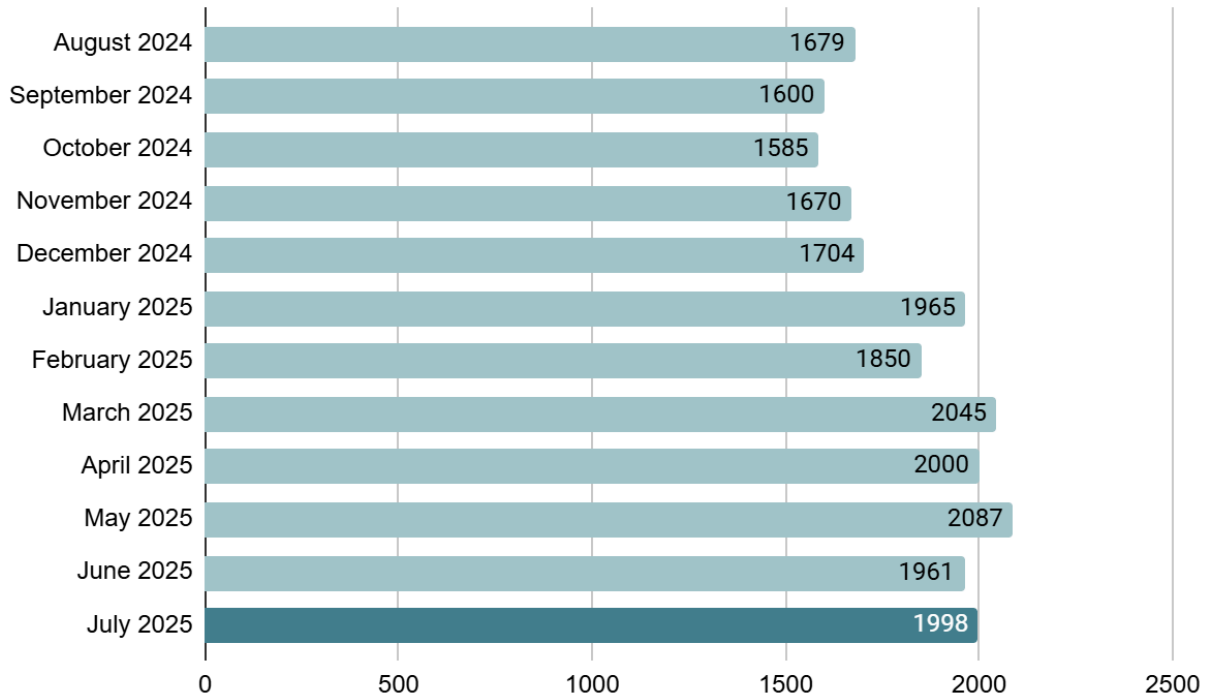


Circulation stats for the past year:



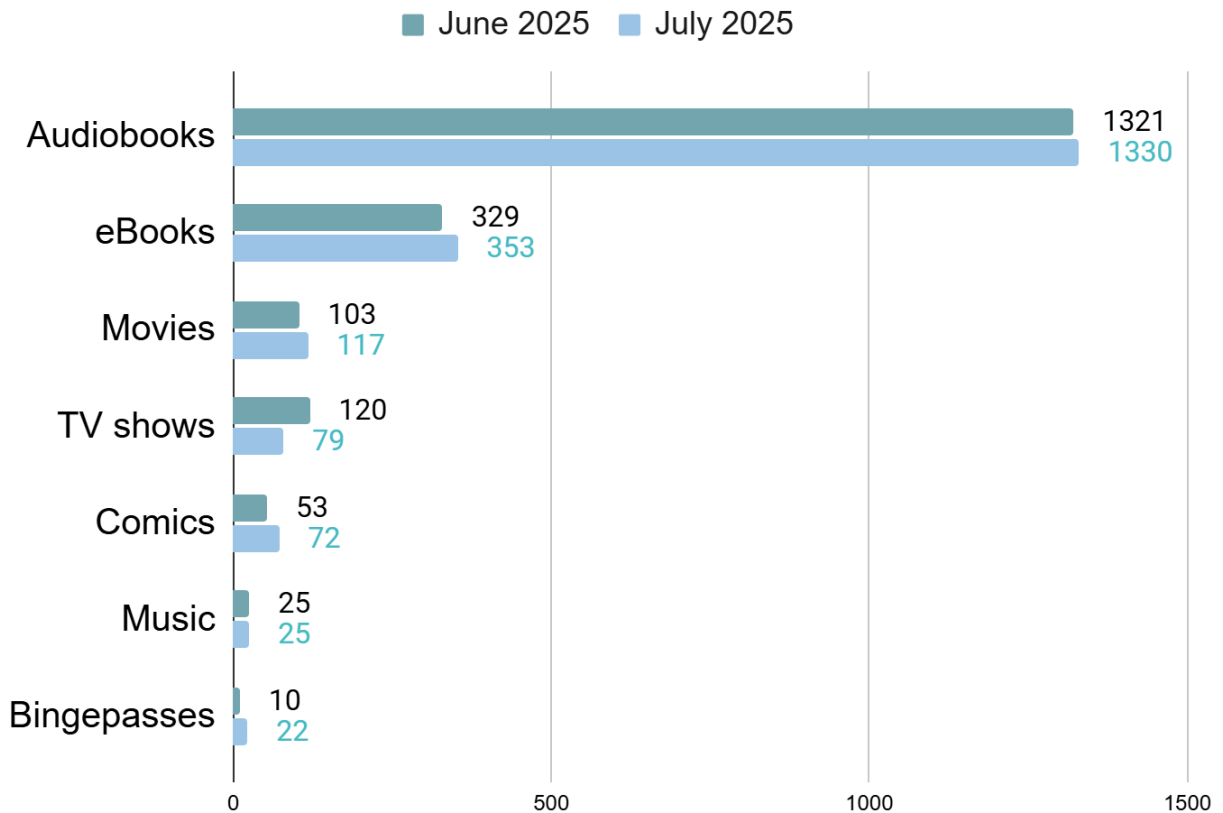
Hoopla Circulation:

Hoopla usage increased.

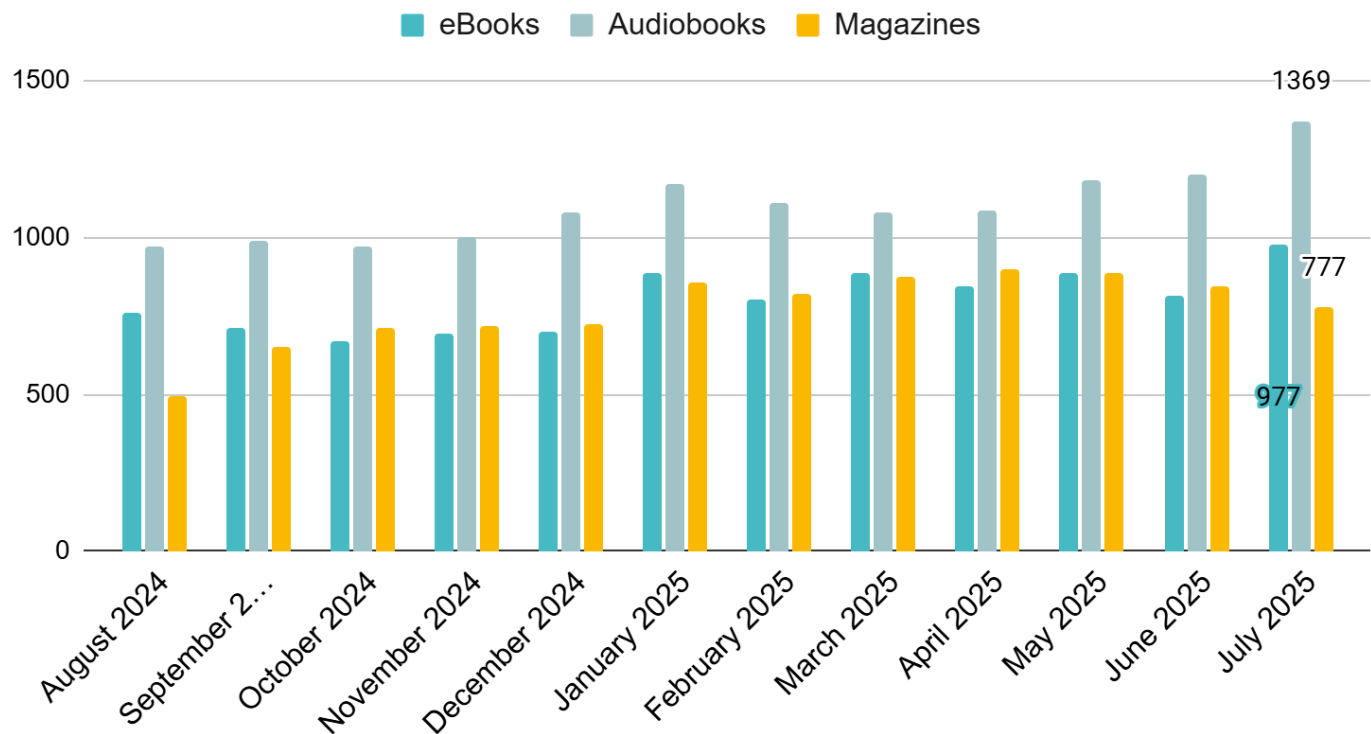


Hoopla Circulation by format:

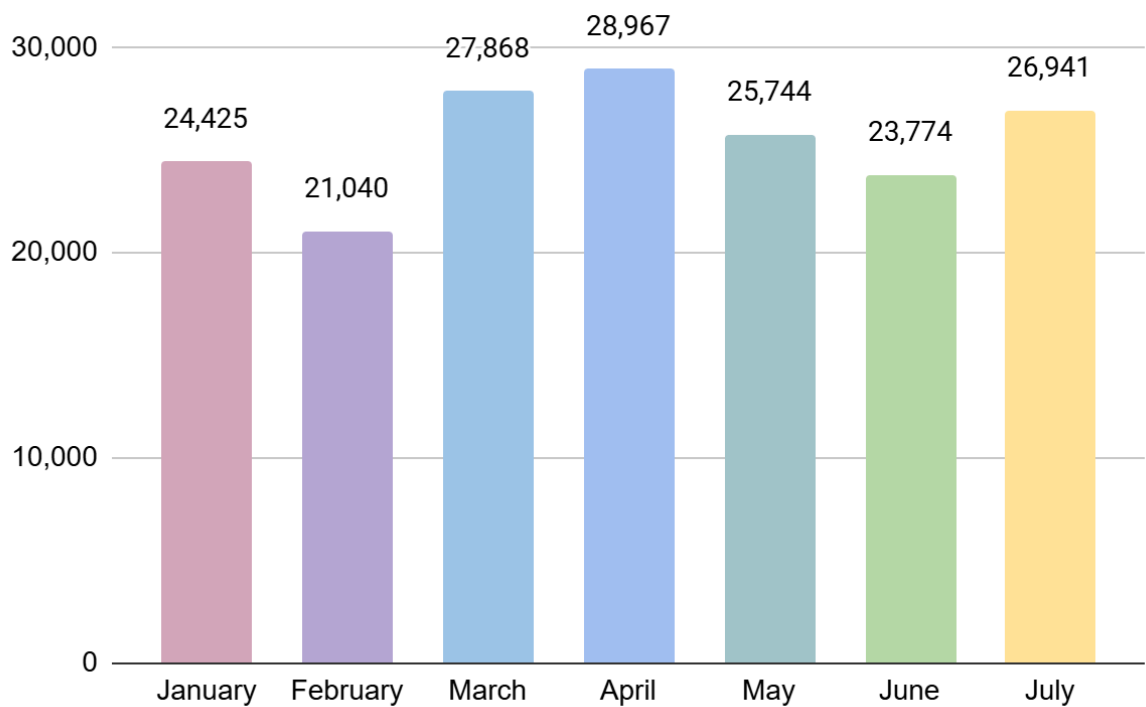
Bingepass usage increased.



Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:
Audiobook usage is at its highest over the past 12 months. Magazine usage decreased.

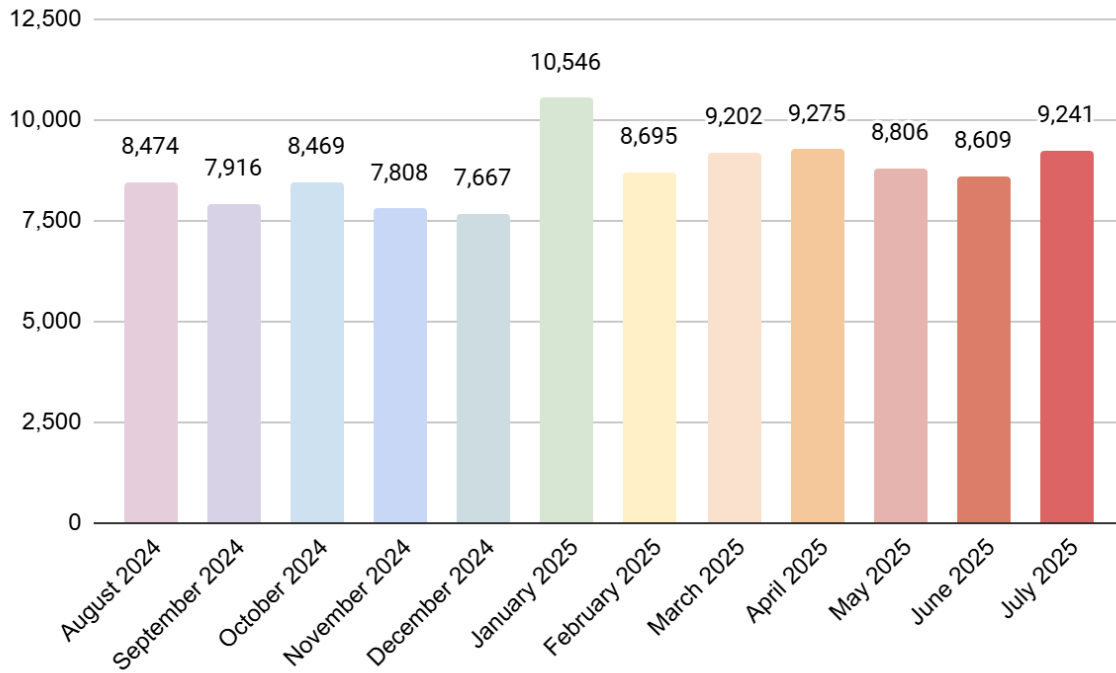


Door Count:
Door count increased.



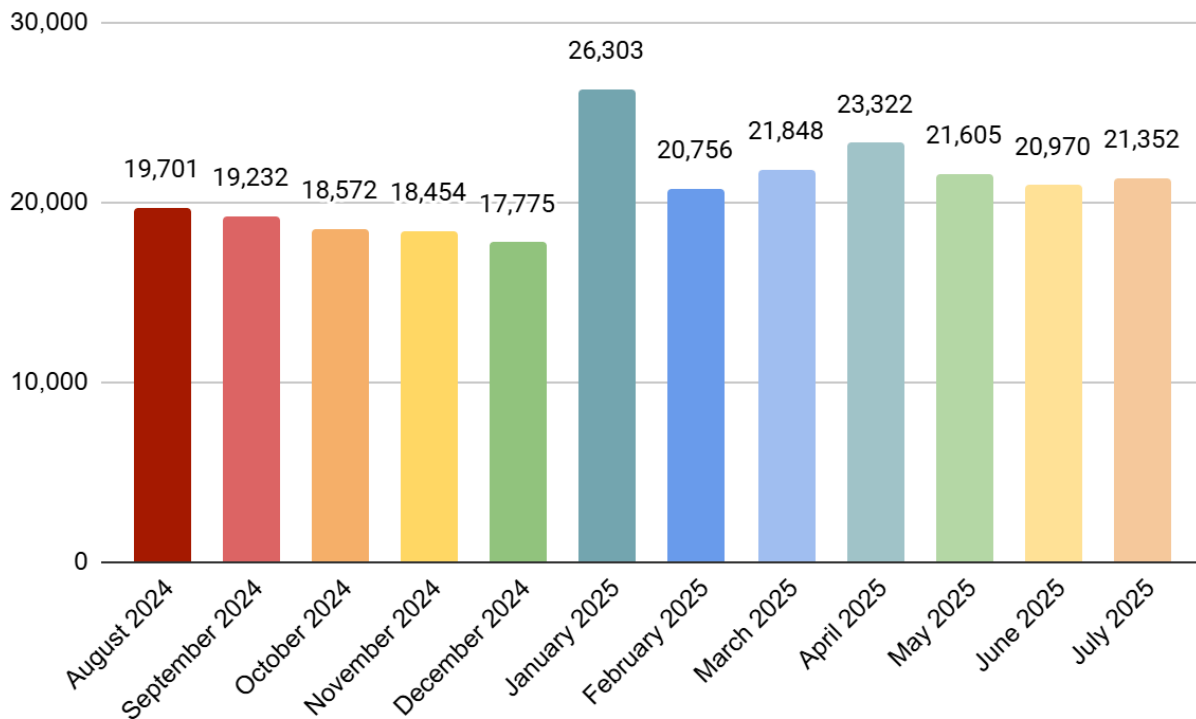
Website Analytics:

Total sessions:



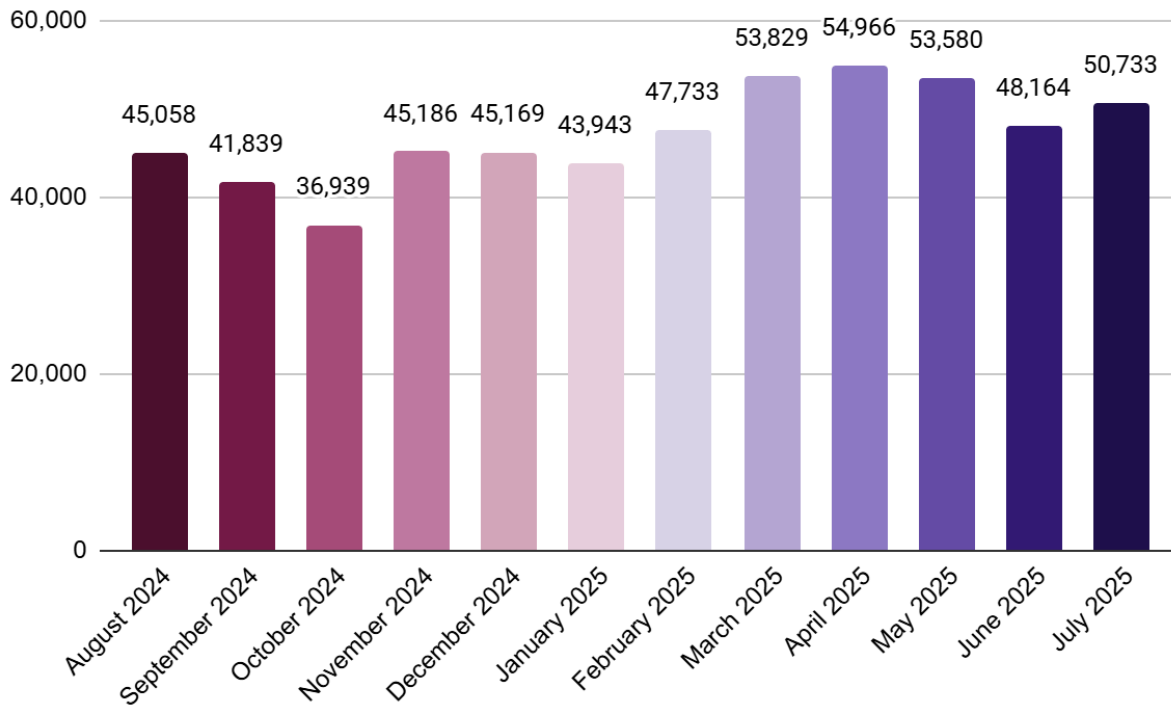
Website Pageviews:

This graph shows total pageviews for the past 12 months.

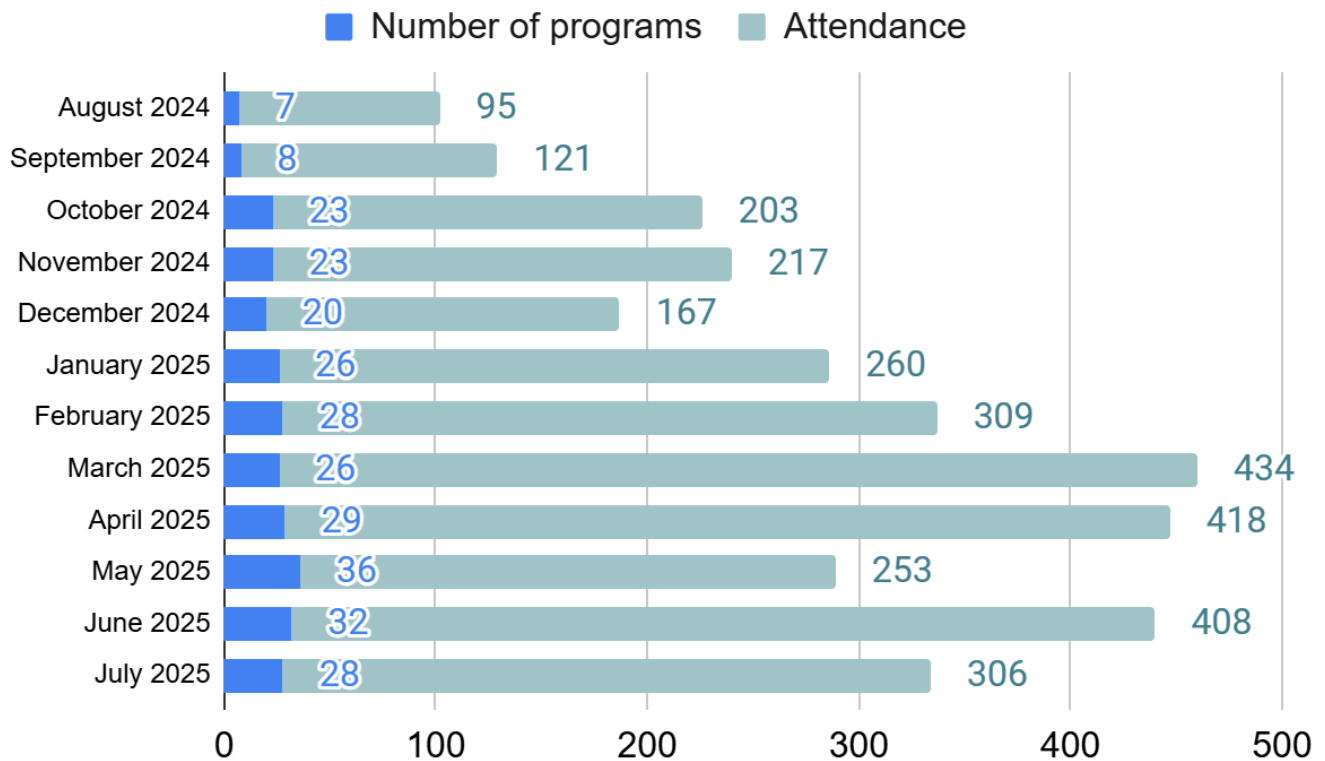


Number of Wireless Sessions:

Wireless sessions increased.

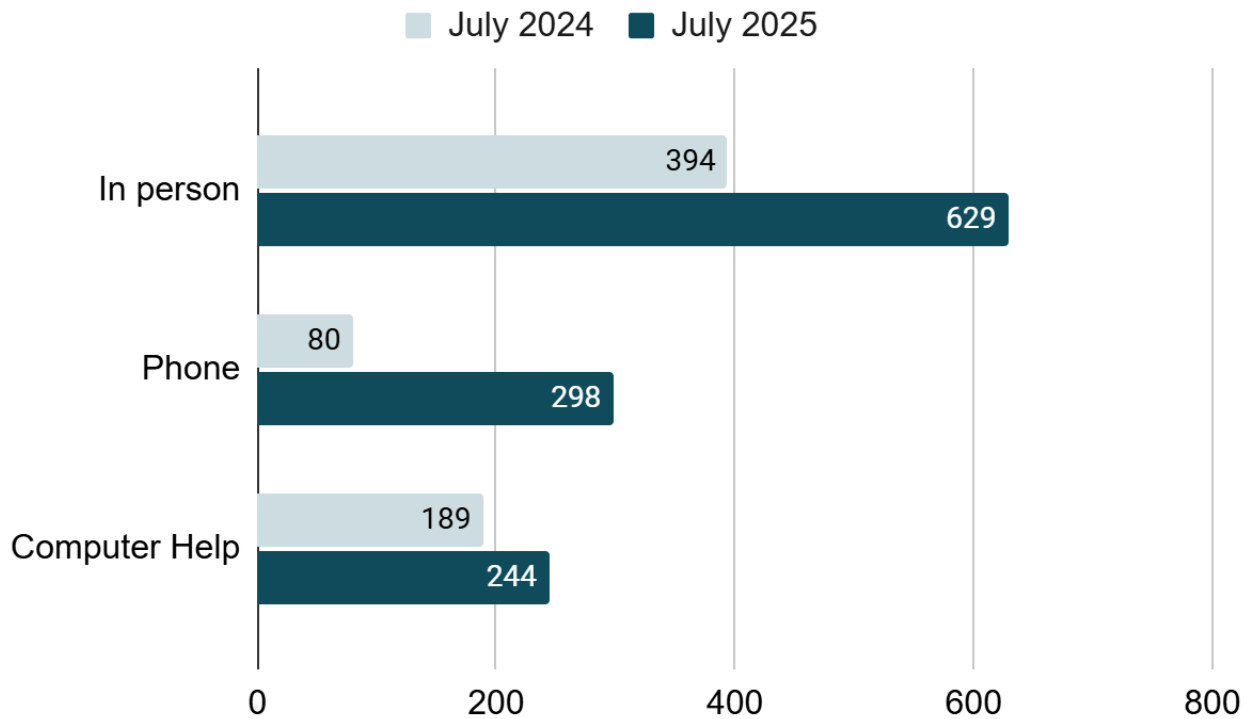


Adult program attendance:



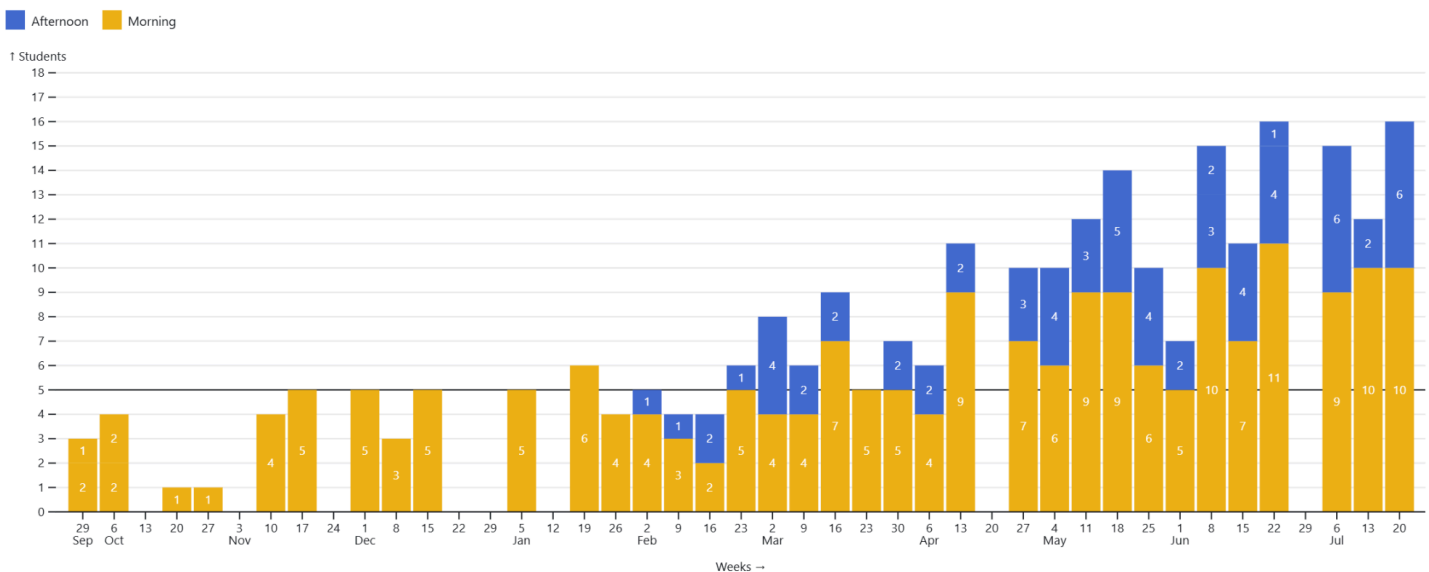
Reference transactions:

Looking at reference transactions year to year shows an increase.



Literacy Volunteers Computer Classes:

This graph was created by Jim DeVona to show attendance at the Literacy Volunteers digital literacy classes since beginning the program. There has been a great deal of demand for these classes, which provide basic training to those with little to no experience with computers.



Social Media:

The most popular post for June was our post about the Library Assistant position, with **62** likes, comments, and shares and a reach of **2,514**:

Join Our Team!

We are hiring for:

**LIBRARY ASSISTANT:
REFERENCE AND COMPUTER ASSISTANT
ADULT SERVICES**

Requirements:

- ✓ Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree
- ✓ A commitment to public service and the ability to serve a diverse community
- ✓ Ability to interact with the public and to resolve public service issues in a courteous and efficient manner

For more information:

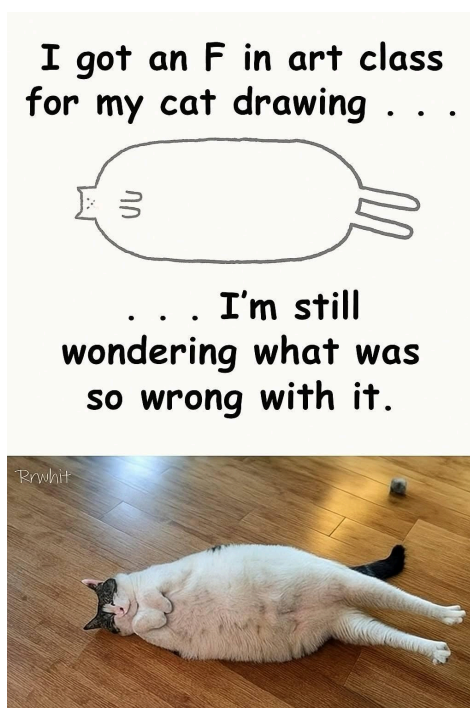
www.thebcpl.org/about/job-openings





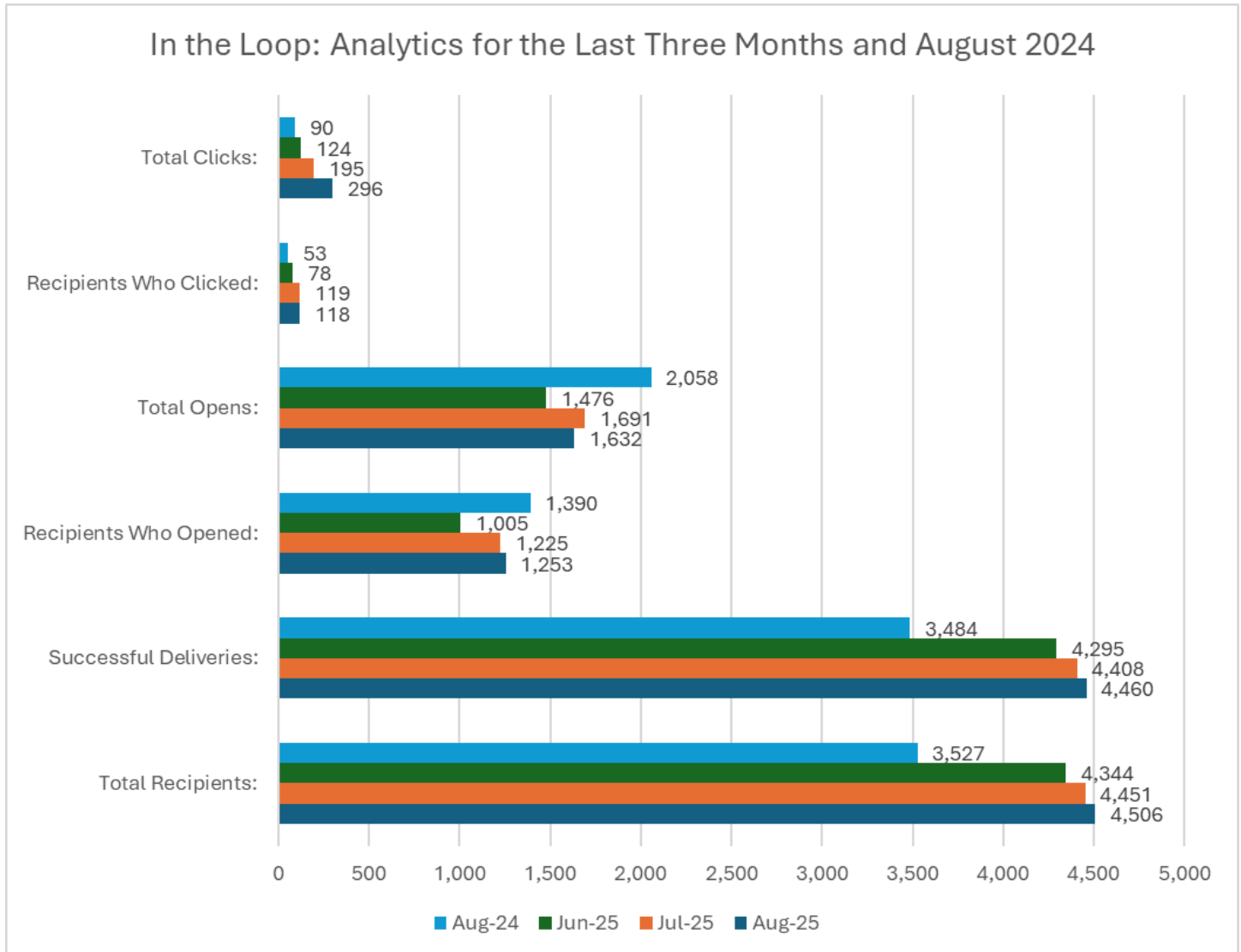
broome county
public library

The second runner up was one of Cher's Saturday posts! 😊 This post had **48** likes, comments, and shares and a reach of **1,216**!



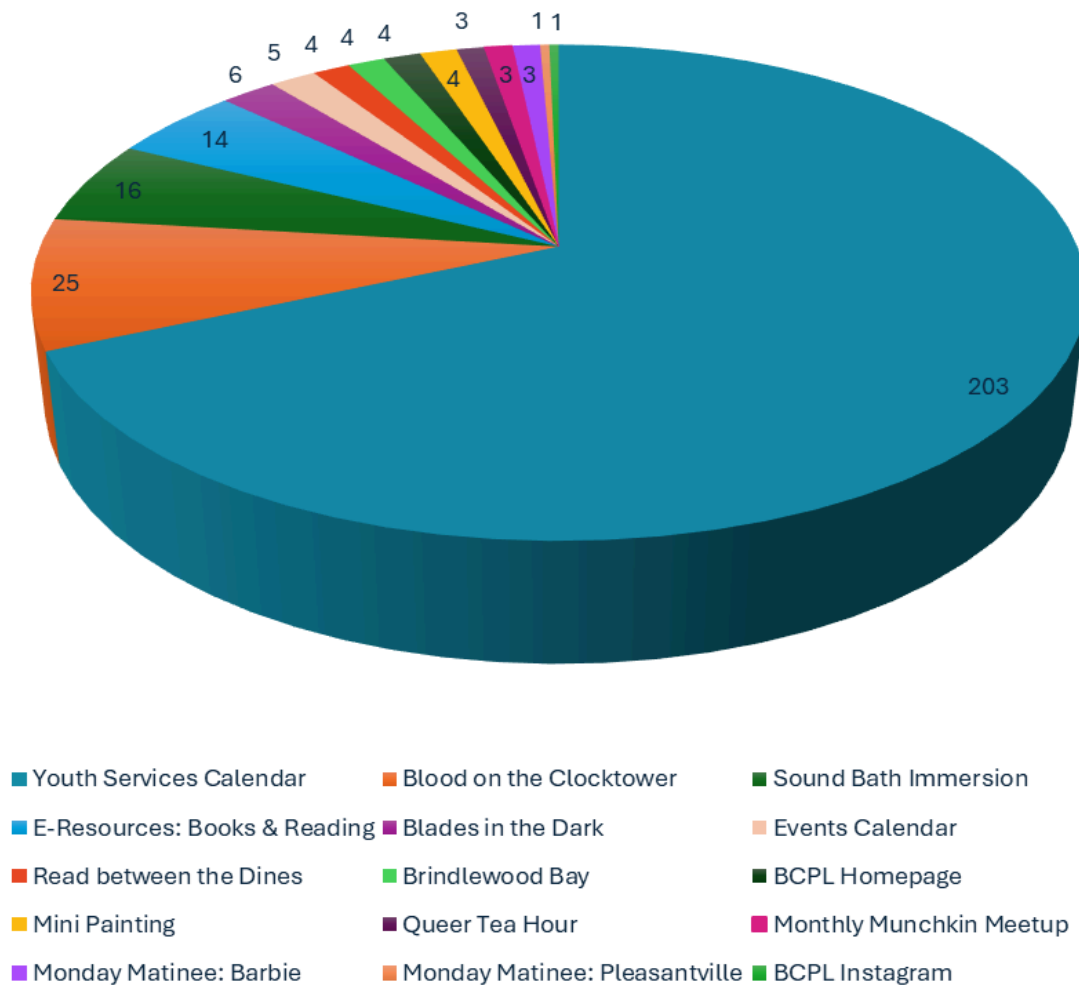
Newsletter Analytics

Submitted by Cher Armstrong



The total clicks within the e-newsletters have steadily increased over the last three months, even though one email recipient less than last month opted to click on any of the links included. Meanwhile, the total clicks more than tripled compared to August 2024. This can be attributed to the newsletter section being added to the BCPL website as well as the hyperlink to the newsletter page getting shared on Reddit and BCPL social media. Patrons can revisit the newsletter without losing it in their inbox. The total opens slightly decreased from July 2025 and significantly decreased from August 2024. The number of email recipients that opened the email increased from July and June.

Total Clicks



The Youth Services calendar had over 200 clicks this month! The adult programming links that attracted the most clicks were Blood on the Clocktower, Sound Bath Immersion, and Blades in the Dark. The recently added section of the newsletter spotlighting a different digital resource each month appears to have garnered interest as well, as the Books & Reading E-Resources section of our website attracted 14 clicks from patrons.

Circulation

Submitted by Kathleen Shores

- On August 4th, full-time Library Clerk, Ethan Mellen, officially moved to Youth Services, filling Violet Kravitz's full-time Library Assistant position.
- Part-time Library Clerk, Ezhara Morpho, filled the full-time Library Clerk position that Ethan vacated.
- Jan Evangelisti is willingly stepping down from her position as a full-time Library Clerk position to a part-time Library Clerk. Jan started working full-time for the library in October 2017. Her last day as a full-time employee is August 30th.
- With Jan moving to part-time, Nursel Bagsever will move back into a full-time Library Clerk position!
- Full-time Circulation Clerk, Emma Wagaman, provided 35.50 hours of desk coverage/additional help to Youth Services.
- Full-time Circulation Clerk, Ethan Mellen, provided 70.50 hours of desk coverage/additional help to Youth Services.
- Part-time Circulation Clerk, Nursel Bagsever, provided 17.00 hours of desk coverage/additional help to Youth Services.

The Circulation desk issued 93 computer guest passes to residents of Binghamton, Endicott, Johnson City, and Vestal. 33 guest passes were issues to visitors from other states such as Colorado, Florida, Michigan, Missouri, North Carolina, and Pennsylvania. We even had a visitor from Rotterdam in the Netherlands!

Library Card Registrations

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

- 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
- April 2025 – 162
- May 2025 – 111
- June 2025 – 160
- July 2025 – 144

Electronic library card registrations:

- 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
- April 2025 – 28
- May 2025 – 30
- June 2025 – 27
- July 2025 – 31

July 2025 Youth Services Board Report

- Thank you to Kathleen for continuing to provide coverage for the Youth Services Department. The Department could not function without this assistance.
- Violet's last day was on August 1. She is leaving to get her master's in library science!
- Circulation Clerk Ethan Mellen moved into the Library Assistant position on August 4. He will need little training since he has been working part-time in the Youth Services Department since 2023.
- Foster Grandparent Mr. John returned on July 26. He will be teaching art classes to children of all ages through the end of August.
- We partnered with the Family Enrichment Network this summer to place a teen volunteer at the library to gain work experience.
- We are in the process of moving collections around to make finding items in the Children's Room more intuitive. We replaced mismatched shelving in the Children's Room.
- July program attendance:
 - Borrow a Grandparent-Average attendance of 7
 - Art Class with Mr. John-Average attendance of 3
 - Weekly Raspberry Pi Class for all ages-Average attendance of 9
 - Weekly Crafty Kids for all ages-Average attendance of 16
 - Weekly Board Game Night for all ages-Average attendance of 8
 - Weekly Baby Story Time-Average attendance of 13
 - Weekly Toddler Story Time-Average attendance of 15
 - Weekly Preschool Story Time-Average attendance of 7
 - Weekly Teen Craft & Chat-Average attendance of 8
 - Weekly Tween S.T.E.A.M. Day-Average attendance of 10
 - Weekly Teen Outdoor Day-Average attendance of 3
 - Weekly Family Movie Day-Average attendance of 18
 - Weekly Teen Volunteer Panel-Average attendance of 2
 - Weekly LEGO Club-Average attendance of 27
 - Weekly Scavenger Hunt-Average attendance of 4
 - July 19 Teen D&D-Attendance of 6
- Upcoming Programs:

- Borrow a Grandparent-Every Monday-Thursday
- Art Class with Mr. John-Every Monday, Wednesday, and Saturday
- Weekly Grab-N-Go craft
- Weekly Raspberry Pi Class for all ages
- Weekly Crafty Kids for all ages
- Weekly Board Game Night for all ages
- Weekly Baby Play Time
- Weekly Toddler Play Time
- Weekly Teen Craft & Chat
- Weekly Family Movie Day
- Weekly Teen Volunteer Panel
- Weekly LEGO Club
- NASA Back to the Moon Event-August 27

Respectfully submitted by
Kelsey Matoushek
Librarian III