

Account		Budget	YTD Actuals		Hide	Nov (92%)	Remaining	
Revenue								
5000100	LIBRARY COPY FEES	13,000	10,709	82%	9,742	967	2,291	18%
5000177	RENTALS & FEES	7,200	4,800	67%	4,800	0	2,400	33%
5000189	OTHER LOCAL GOVERNMENTS	879,589	220,420	25%	220,420	0	659,169	75%
5000312	RENTAL CHARGEBACKS	49,000	49,000	100%	49,000	0	0	0%
5000426	MISCELLANEOUS	6,900	4,728	69%	3,989	739	2,172	31%
5000451	INTEREST AND EARNINGS	20,000	42,924	215%	40,340	2,585	-22,924	-115%
5000470	VENDING MACHINE	1,000	511	51%	511	0	489	49%
5000531	GIFTS AND DONATIONS	300	0	0%	0	0	300	100%
5000546	Trust Account Inflows	200	0	0%	0	0	200	100%
5000562	TRANSFER FROM GENERAL FUND	1,427,325	1,427,325	100%	1,427,325	0	0	0%
5000569	TRANSFER - DEBT SERVICE FUND	1,915	3,682	192%	3,682	0	-1,767	-92%
5000808	OTHER STATE AID	92,000	60,323	66%	60,323	0	31,677	34%
5000952	ARRA DEBT REIMBURSEMENT	85	85	100%	85	0	0	0%
Total		2,498,514	1,824,508	73%	1,820,218	4,290	674,006	27%

Account		Budget - original	Budget - w/transfers	YTD Actuals		November (92%)	Encumbered	Remaining	
Salaries									
6001000	SALARIES FULL-TIME	1,028,661		812,345	79%	45,838		216,316	21%
6001001	SALARIES PART-TIME	159,571		117,731	74%	5,906		41,840	26%
6001002	SALARIES TEMPORARY	11,122		51,191	460%	1,488		-40,069	-360%
6001003	SALARIES OVERTIME	0		1,147		0		-1,147	
Total		1,199,354		982,413	82%	53,231		216,941	18%

Contractual Expenditures										
6004002	MAT & SUPPLIES-PAINT	0	15	15			0		0	
6004012	OFFICE SUPPLIES	2,060	5,912	3,058	52%	0	2,854	48%	0	0%
6004021	BLDG MAINTENANCE SUPPLIES	1,030	2,250	393	17%	0	1,857	83%	0	0%
6004022	FUEL AND HEATING SUPPLIES	22,000	18,000	11,716	65%	470	0	0%	6,284	35%
6004023	BLDG AND GROUNDS SUPPLIES	4,429	4,429	3,132	71%	1,277	1,252	28%	45	1%
6004048	MISC OPERATIONAL SUPPLIES	4,000	0	0		0	0		0	
6004055	COMPUTER SOFTWARE AND SUPPLIES	72,461	72,109	72,109	100%	0	0	0%	0	0%
6004056	COMPUTER EQUIPMENT(NON CAPITAL)	3,000	0	0		0	0		0	
6004070	BOOKS ADULT SERVICES	69,577	70,296	60,728	86%	3,570	8,850	13%	718	1%
6004071	JUVENILE BOOKS	55,620	56,578	38,743	68%	1,519	11,773	21%	6,062	11%
6004073	SUBSCRIPTIONS	9,700	5,268	5,268	100%	0	0	0%	0	0%
6004074	AUDIOVISUAL MATERIALS	25,000	25,000	15,417	62%	1,019	9,309	37%	275	1%
6004075	ELECTRONIC ACCESS MATERIALS	53,450	69,950	65,179	93%	12,073	0	0%	4,771	7%
6004100	POSTAGE AND FREIGHT	1,400	2,600	1,925	74%	220	687	26%	-11	0%
6004105	DUES AND MEMBERSHIPS	1,500	1,832	1,832	100%	0	0	0%	0	0%
6004112	BLDG GROUNDS AND EQUIP REPAIR	3,000	4,335	2,620	60%	0	1,715	40%	0	0%
6004113	WATER AND SEWAGE CHARGES	3,200	3,200	2,428	76%	0	0	0%	772	24%
6004115	ELECTRIC CURRENT	60,000	71,534	76,582	107%	4,437	0	0%	-5,048	-7%

6004117	BUILDING AND GROUNDS EXPENSES	42,244	32,244	23,490	73%	4,497	8,296	26%	458	1%
6004136	OPERATIONAL EQUIPMENT REPAIRS	3,090	3,090	3,604	117%	0	0	0%	-514	-17%
6004137	ADVERTISING AND PROMOTION EXPE	3,000	3,000	2,944	98%	0	0	0%	56	2%
6004138	OTHER OPERATIONAL EXPENSES	20,000	16,000	13,633	85%	333	1,544	10%	823	5%
6004160	MILEAGE AND PARKING-LOCAL	700	700	593	85%	0	0	0%	107	15%
6004161	TRAVEL HOTEL AND MEALS	2,000	1,916	1,916	100%	839	0	0%	0	0%
6004162	EDUCATION AND TRAINING	2,000	1,915	1,915	100%	0	0	0%	0	0%
6004193	HARDWARE MAINTENANCE	9,025	6,025	6,025	100%	0	0	0%	0	0%
6004196	COPYING MACHINE RENTALS	10,000	9,000	8,015	89%	818	0	0%	985	11%
6004504	OTHER FINANCIAL SERVICES	4	4	4	98%	0	0	0%	0	2%
6004573	OTHER FEES FOR SERVICES	6,000	9,465	8,721	92%	280	0	0%	744	8%
Total		489,490	496,652	431,991	87%	31,351	48,135	10%	16,526	3%

Chargebacks									
6004602	INSURANCE PREMIUM CHARGEBACK	26,606		19,955	75%	0		6,651	25%
6004604	DPW SECURITY CHARGEBACKS	125,080		93,810	75%	31,270		62,540	50%
6004606	TELEPHONE BILLING ACCOUNT	5,882		2,941	50%	0		2,941	50%
6004609	DATA PROCESSING CHARGEBACKS	57,499		28,750	50%	0		28,750	50%
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		3,750	75%	0		1,250	25%
Total		220,165		149,205	68%	31,270		102,230	46%

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%
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Benefits										
6008001	STATE RETIREMENT	152,059	152,059	105,828	70%	6,369		46,231	30%	
6008002	SOCIAL SECURITY	91,751	91,751	72,035	79%	4,068		19,716	21%	
6008004	WORKERS COMPENSATION	6,889	6,889	5,167	75%	0		1,722	25%	
6008006	LIFE INSURANCE	190	190	84	44%	0		106	56%	
6008007	HEALTH INSURANCE	163,740	163,740	125,109	76%	0		38,631	24%	
6008009	RETIREE HEALTH INSURANCE	328,156	328,156	267,504	82%	0		60,652	18%	
6008011	UNEMPLOYMENT INSURANCE	0	0	4,278		2,803		-4,278		
6008012	EMPLOYEE TUITION REIMBURSEMENT	3,500	0	0	0%	0		0	0%	
6008014	NYS ERS VDC EXPENSE	7,385	7,385	6,027	82%	283		1,358	18%	
Total		753,670	750,170	586,031	78%	13,523		164,139	22%	
Salary and benefits		1,953,024		1,568,444	80%	66,754		381,080	20%	
Total expenses		2,755,676		2,235,475	81%	129,375	48,135	2%	499,836	18%

Account		Budget - original	Budget - transfers	Budget - austerity		YTD Actuals		Encumbered		Remaining	
6004002	MAT & SUPPLIES-PAINT	0	15	15		15		0		0	0%
6004012	OFFICE SUPPLIES	2,060	5,912	3,500	169.90%	3,058	87%	2,854	82%	-2,412	-69%
6004021	BLDG MAINTENANCE SUPPLIES	1,030	2,250	1,500	145.63%	393	26%	1,857	124%	-750	-50%
6004022	FUEL AND HEATING SUPPLIES	22,000	18,000	18,000	81.82%	11,716	65%	0	0%	6,284	35%
6004023	BLDG AND GROUNDS SUPPLIES	4,429	4,429	5,000	112.89%	3,132	63%	1,252	25%	616	12%
6004048	MISC OPERATIONAL SUPPLIES	4,000	0	0	0.00%	0		0		0	
6004055	COMPUTER SOFTWARE AND SUPPLIES	72,461	72,109	72,109	99.51%	72,109	100%	0	0%	0	0%
6004056	COMPUTER EQUIPMENT(NON CAPITAL)	3,000	0	0	0.00%	0		0		0	
6004070	BOOKS ADULT SERVICES	72,296	70,296	64,000	88.53%	60,728	95%	8,850	14%	-5,578	-9%
6004071	JUVENILE BOOKS	56,578	56,578	50,000	88.37%	38,743	77%	11,773	24%	-516	-1%
6004073	SUBSCRIPTIONS	9,700	5,268	5,268	54.31%	5,268	100%	0	0%	0	0%
6004074	AUDIOVISUAL MATERIALS	25,000	25,000	17,000	68.00%	15,417	91%	9,309	55%	-7,725	-45%
6004075	ELECTRONIC ACCESS MATERIALS	53,450	69,950	69,000	129.09%	65,179	94%	0	0%	3,821	6%
6004100	POSTAGE AND FREIGHT	1,400	2,600	2,130	152.14%	1,925	90%	687	32%	-481	-23%
6004105	DUES AND MEMBERSHIPS	1,500	1,832	1,832	122.13%	1,832	100%	0	0%	0	0%
6004112	BLDG GROUNDS AND EQUIP REPAIR	3,000	4,335	3,815	127.17%	2,620	69%	1,715	45%	-520	-14%
6004113	WATER AND SEWAGE CHARGES	3,200	3,200	3,678	114.94%	2,428	66%	0	0%	1,250	34%
6004115	ELECTRIC CURRENT	60,000	71,534	85,000	141.67%	76,582	90%	0	0%	8,418	10%
6004117	BUILDING AND GROUNDS EXPENSES	42,244	32,244	30,000	71.02%	23,490	78%	8,296	28%	-1,786	-6%
6004136	OPERATIONAL EQUIPMENT REPAIRS	3,090	3,090	5,029	162.75%	3,604	72%	0	0%	1,425	28%
6004137	ADVERTISING AND PROMOTION EXPE	3,000	3,000	3,100	103.33%	2,944	95%	0	0%	156	5%
6004138	OTHER OPERATIONAL EXPENSES	20,000	16,000	15,000	75.00%	13,633	91%	1,544	10%	-177	-1%
6004160	MILEAGE AND PARKING-LOCAL	700	700	800	114.29%	593	74%	0	0%	207	26%
6004161	TRAVEL HOTEL AND MEALS	2,000	1,916	1,600	80.00%	1,916	120%	0	0%	-316	-20%
6004162	EDUCATION AND TRAINING	2,000	1,915	1,915	95.75%	1,915	100%	0	0%	0	0%
6004193	HARDWARE MAINTENANCE	9,025	6,025	6,025	66.76%	6,025	100%	0	0%	0	0%
6004196	COPYING MACHINE RENTALS	10,000	9,000	9,000	90.00%	8,015	89%	0	0%	985	11%
6004504	OTHER FINANCIAL SERVICES	4	4	4	97.75%	4	100%	0	0%	0	0%
6004573	OTHER FEES FOR SERVICES	6,000	9,465	9,000	150.00%	8,721	97%	0	0%	279	3%
Total		493,167	496,652	483,305	98.00%	431,991	89%	48,135	10%	3,179	1%

Staffing/Personnel

- We are down one part-time Circulation position (the resignation was approved at the last meeting) and have some potential candidates in mind but won't be able to move forward at least until the formal County hiring freeze is over at the end of the month.

Budget & Financials

- We're on track for the 2% reduction in 2025 contractual expenses that we told OMB and the Executive's Office that we would be trying for. We will also be significantly under on both salary and benefits. In previous years we've worked to aggressively spend these funds down as much as possible, but in the current budget environment it will help to preserve some of our fund balance for future years. I will give some details with the financial reports and the rest with the end-of-year reports.

Facilities & Projects

- Security Cameras / Capital Funds Request
The proposal and quote for the installation of additional security cameras is attached. Working closely with Broome County Security, we conducted a full review of the building following the previous installation and identified several significant coverage gaps.
 - Our plan has been to use the remaining capital funds from the door replacement project to address these needs.
 - The total quote from Integrated Systems is \$30,411.48, while our remaining capital balance is \$21,066.48. This leaves a shortfall of \$9,345.
 - To move this project forward, we will need approval to utilize the remaining capital funds and to pursue additional funding—either through a County capital request or an appropriate grant opportunity—to close the gap.
- We've received the building permit for our renovations (attached) which feels monumental given my history with this project. Even better, the bid window closes today (Wednesday). I was originally scheduled to close last week but was extended due to a contractor question. We are still on schedule to begin work in late February (!!!), but exactly which parts of the project and in which order will be determined by the winning bid and our available funding.
 - There was a time not that long ago when I feared that we'd be sending this money back to the State, so I'm truly ecstatic that it's moving forward and grateful to Engineering for their help making it happen.

Grants

- I have not included the financials for our grants/projects in this month's reports. I will include them for the end of the year. We also have two major grants that we will need permission to extend/roll over, so I will update you on those requests at the January meeting as well.

25th Anniversary events

- The 25th Anniversary events were a big success! It was great to see some of you there. Although fundraising isn't the primary axis on which I'm assessing this, we did raise \$1,145. There were lots of smiles and laughs all around (including among the staff who attended and worked), and I've received lots of inquiries about doing it again. Staff and the committee worked really hard and there were lots of really fun and beautiful details. In case you haven't heard, I was attempting to kill Ethan Mellen (Library Assistant in Youth Services) so that he wouldn't reveal to the world that I am secretly a clown with no qualifications as a Library Director. This all may have seriously traumatized Tom, but he can speak to that.

- Thank you all for your support and leadership through a very successful year and happy holidays!

Assistant Director's Report

Sherry Kowalski

December 8, 2025

- The 25th anniversary celebration went very well. Roughly 25 people came to hear the Juice Blenders. This was the first time I saw them perform and I thought they were excellent. The murder mystery went off without a hitch. I was delighted to see the tangible results of the tremendous hard work put in by the Friends and Staff.
- The new payroll software, County Connect is going live on December 22. We are having major problems with the part-time employees that may not be resolved by this date. The County is aware of this problem and assured us that they will make the necessary adjustments so that the checks are accurate.
- Then next few months I will be working on renewing contracts. Most of the contracts that we can't cancel all expire at the end of March. In addition to those contracts, we finally have a quote for the additional security cameras which will need to go to BAC for approval.
- The next big challenge for the Library is to make sure our website is accessible to people with disabilities under the ADA Title II web accessibility rule. The deadline is April 2026. What will be most challenging is that PDF documents will also need to be accessible under these new standards. I attended a webinar that the New York State Library hosted which didn't adequately address this issue.

Information Services Report
Submitted by Michelle Brandone
December 9, 2025

- IT is starting to talk more seriously about replacing our public computers. We have asked for 25 new computers total – 20 public computers on the first floor, 3 catalog computers, 1 AVRE computer (this would be setup for use by a patron with low vision), and 1 public computer for Local History.
- After having some difficulty getting in contact with our sales rep, I managed to reduce our large print standing order with Thorndike Press to prepare for the budget cut to collections next year. In 2025 we bought around 25 large print titles a month, in 2026 we will buy about 12 per month.
- I am working on weeding the medicine and health books in our nonfiction collection and replacing outdated titles if possible. A lot of our nonfiction books are very old (published over 10 years ago) and the information in this section is very out of date. I am doing a more detailed item-by-item weeding in this area so that I can identify replacements and remove items that are not being weeded through our monthly collection maintenance reports.

Programming Highlights

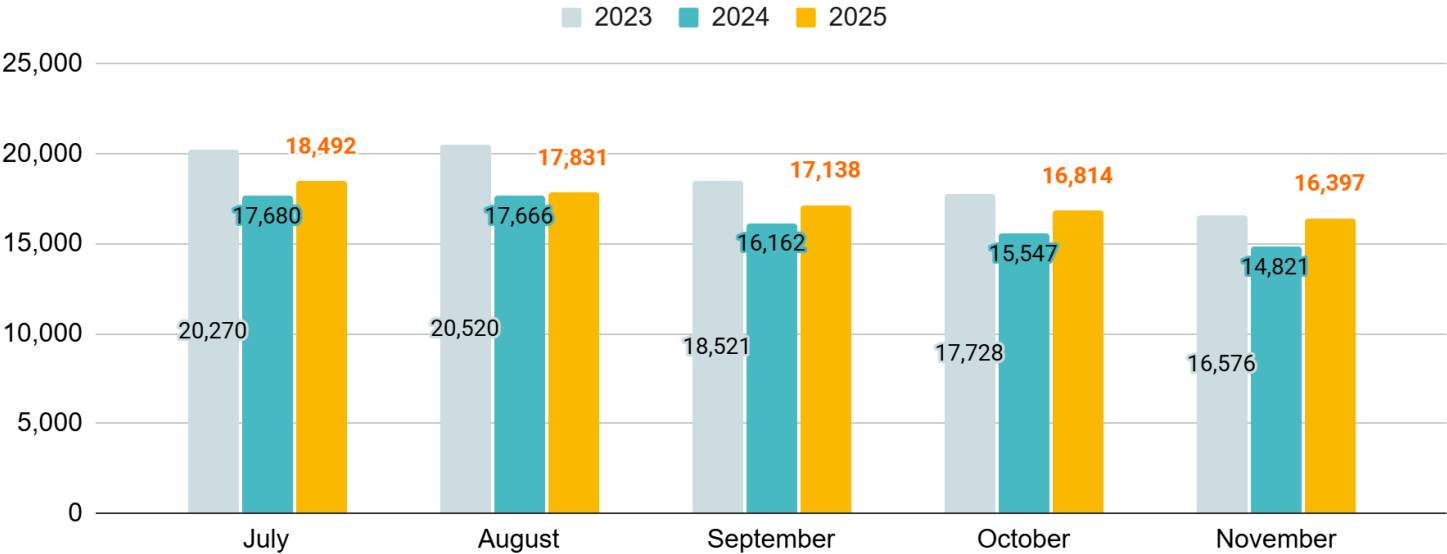
- The Friends have agreed to fund our gaming programs at the same level for 2026! Laura is the coordinator for these programs, she works with 2 outside presenters to plan a mix of different offerings including tabletop role-playing games (the most well-known example being Dungeons & Dragons), the social deduction game Blood on the Clocktower and mini painting. In a tabletop role-playing game players take on the roles of characters in a collaborative storytelling experience guided by a game master who narrates the story and moderates the rules. These games foster creativity, teamwork, and strategic thinking. Patrons' favorite aspects of the program include the sense of community that is fostered, the opportunity to meet creative like-minded people and the chance to learn not just to play but the mechanics of a tabletop role-playing game. These programs have proved to be popular and unique in the depth of experience we can provide to patrons and we are happy to be able to offer them again next year!

Data Analytics Monthly Report (November 2025)

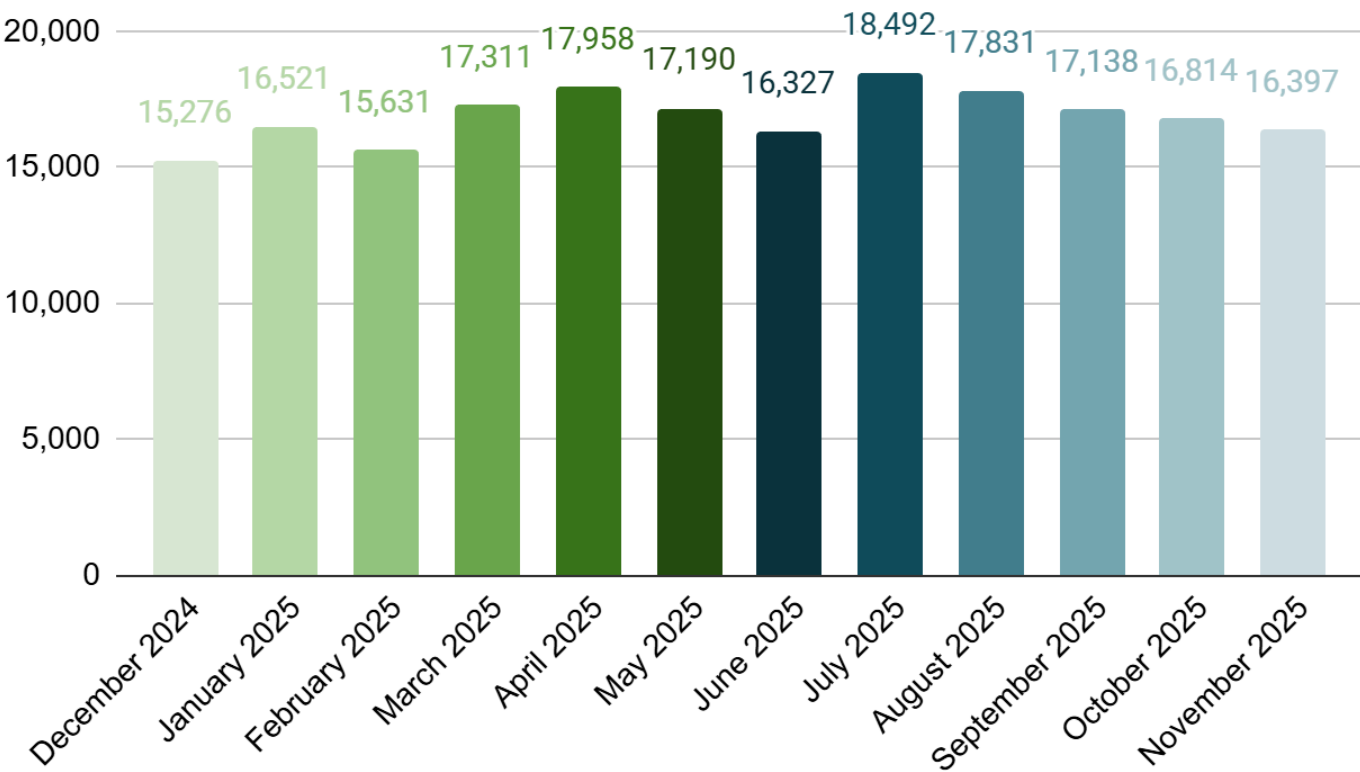
Submitted by Laura Haynes

Circulation:

Our circulation numbers continue to be slightly better than last year's numbers.

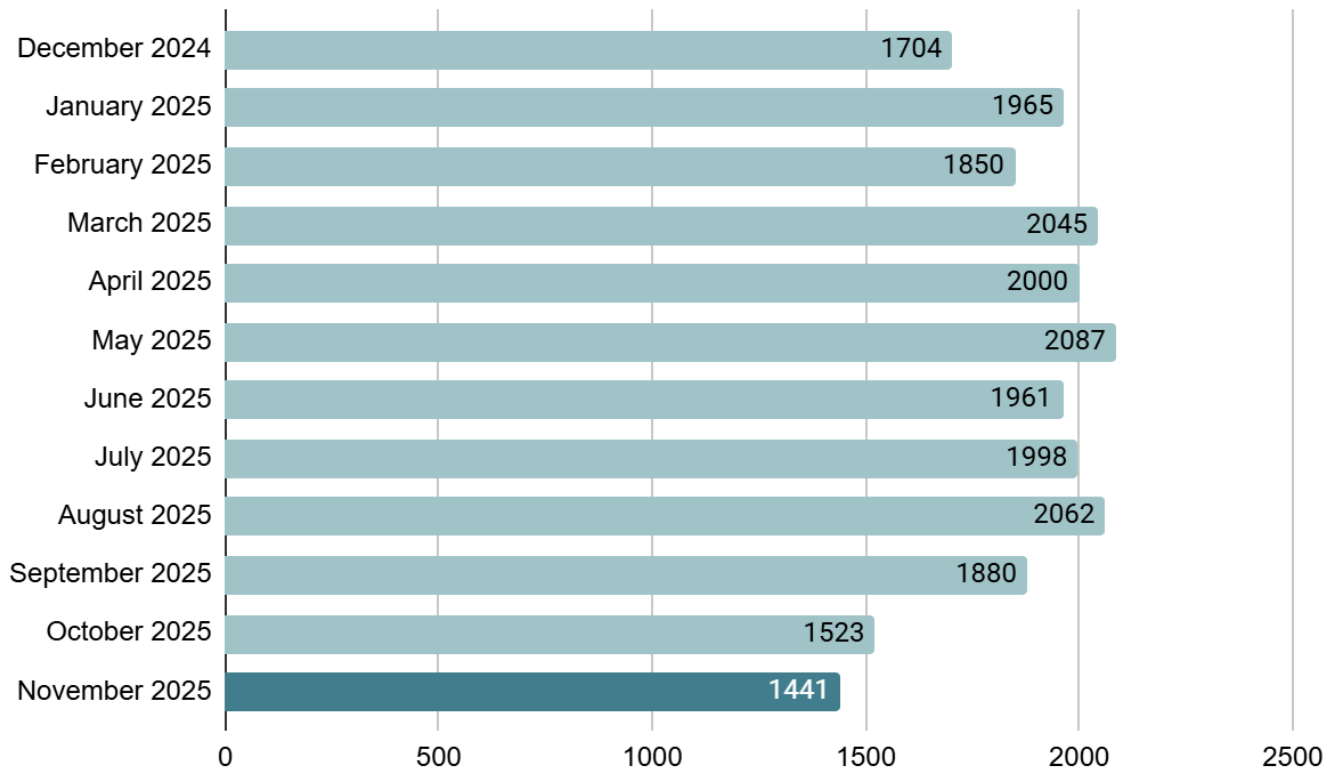


Circulation stats for the past year:

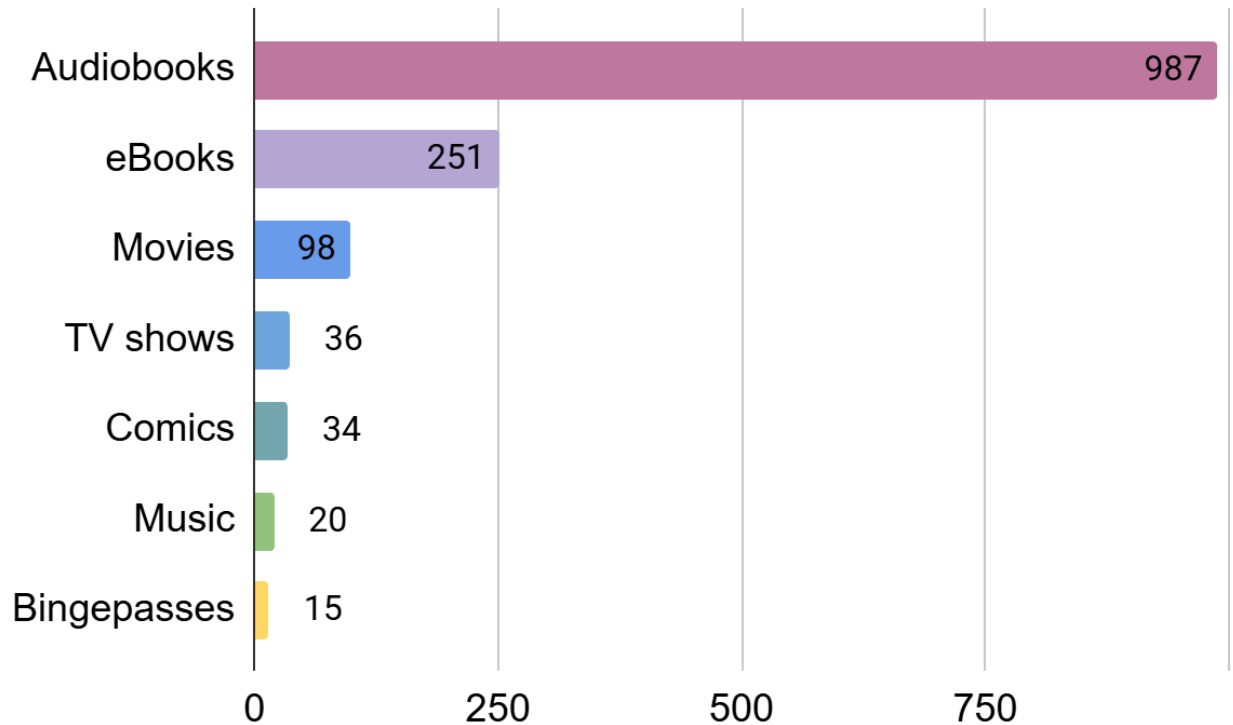


Hoopla Circulation:

Another month of decline means that the reduction in Hoopla checkouts is working

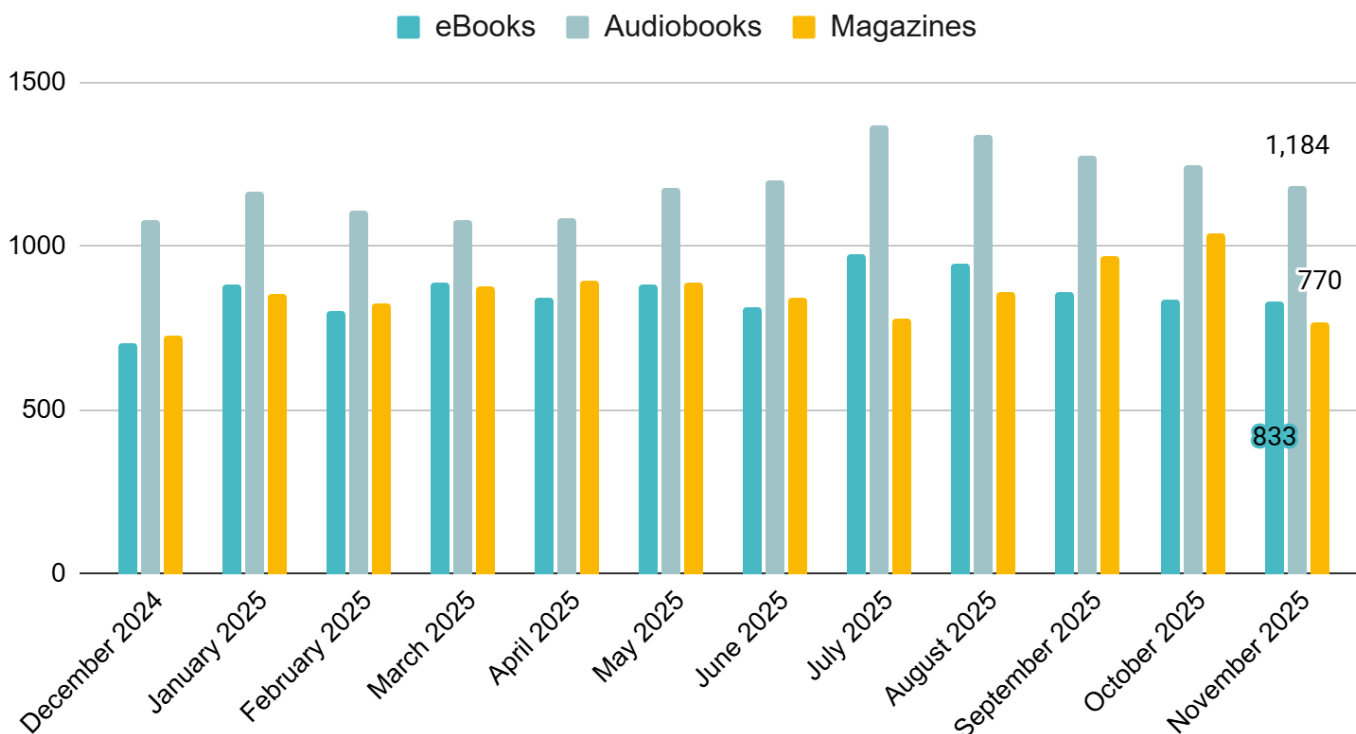


Hoopla Circulation by format:.

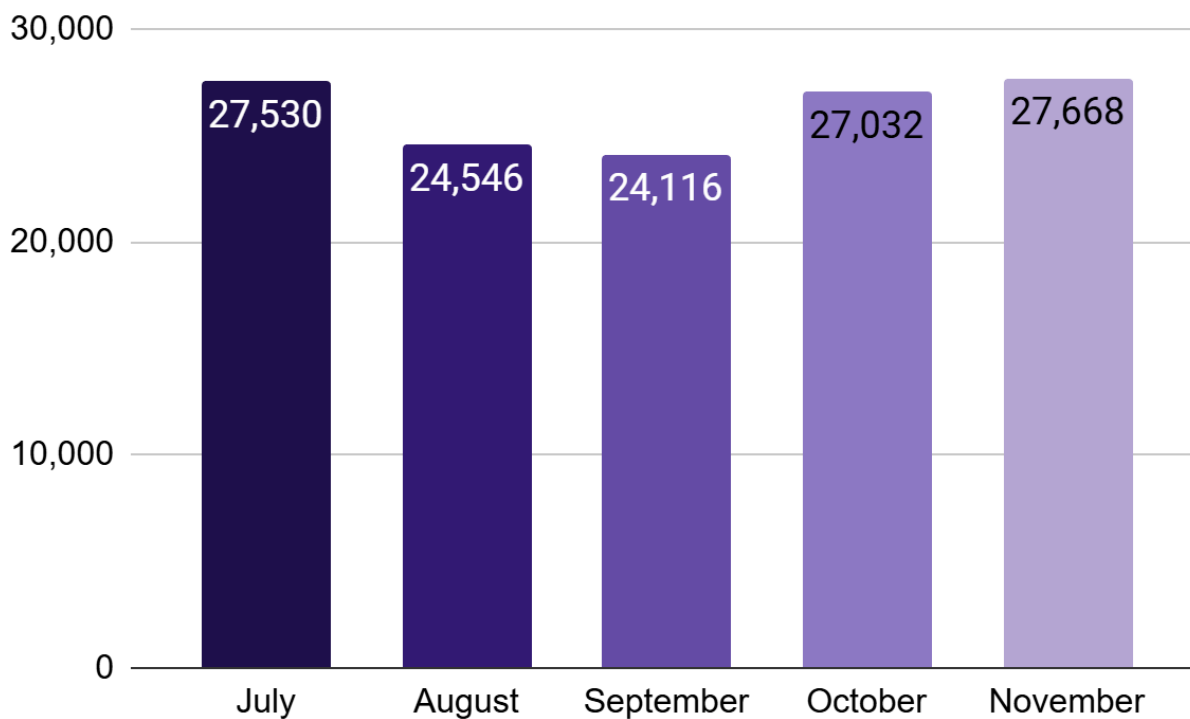


Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:

A reduction in Hoopla circulation has not resulted in an increase in Libby circulation.



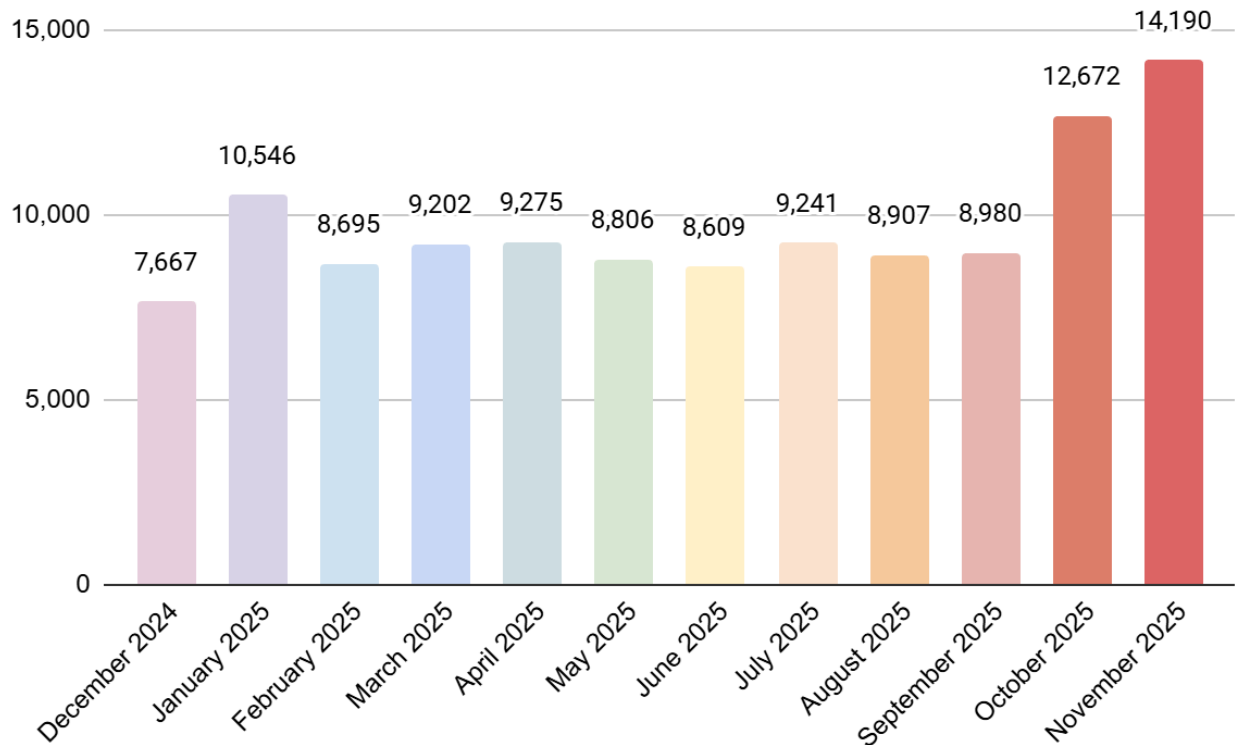
Door Count:



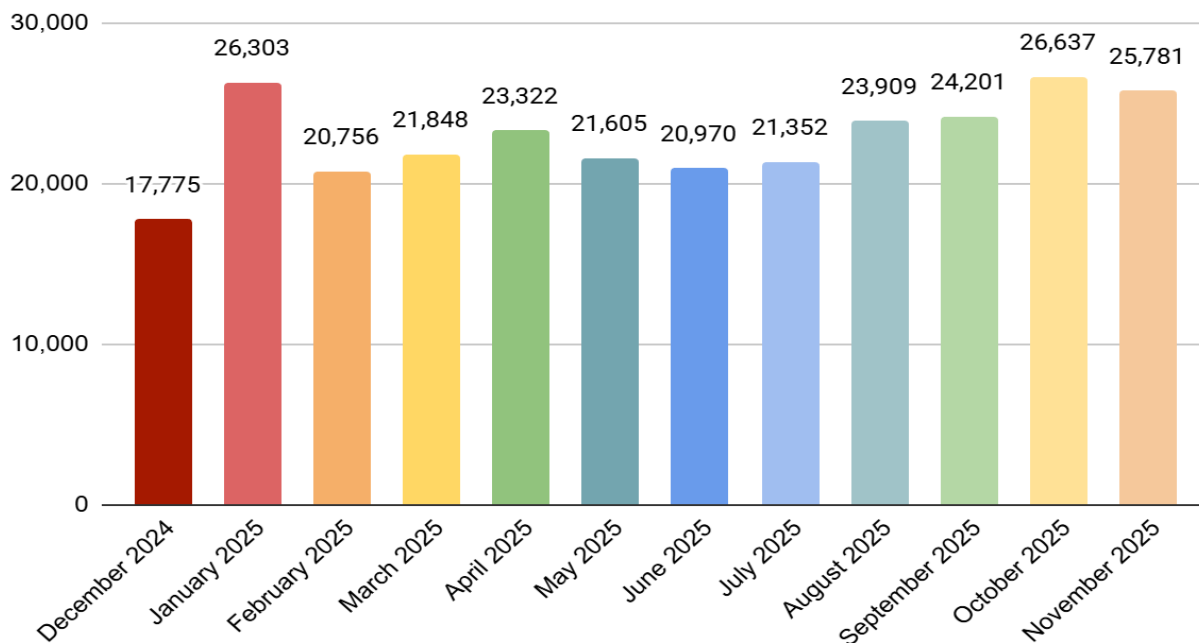
Website Analytics:

Total sessions:

Sessions have continued to increase despite pageviews staying relatively the same. This means user access to the website is up, but users are viewing the same pages.

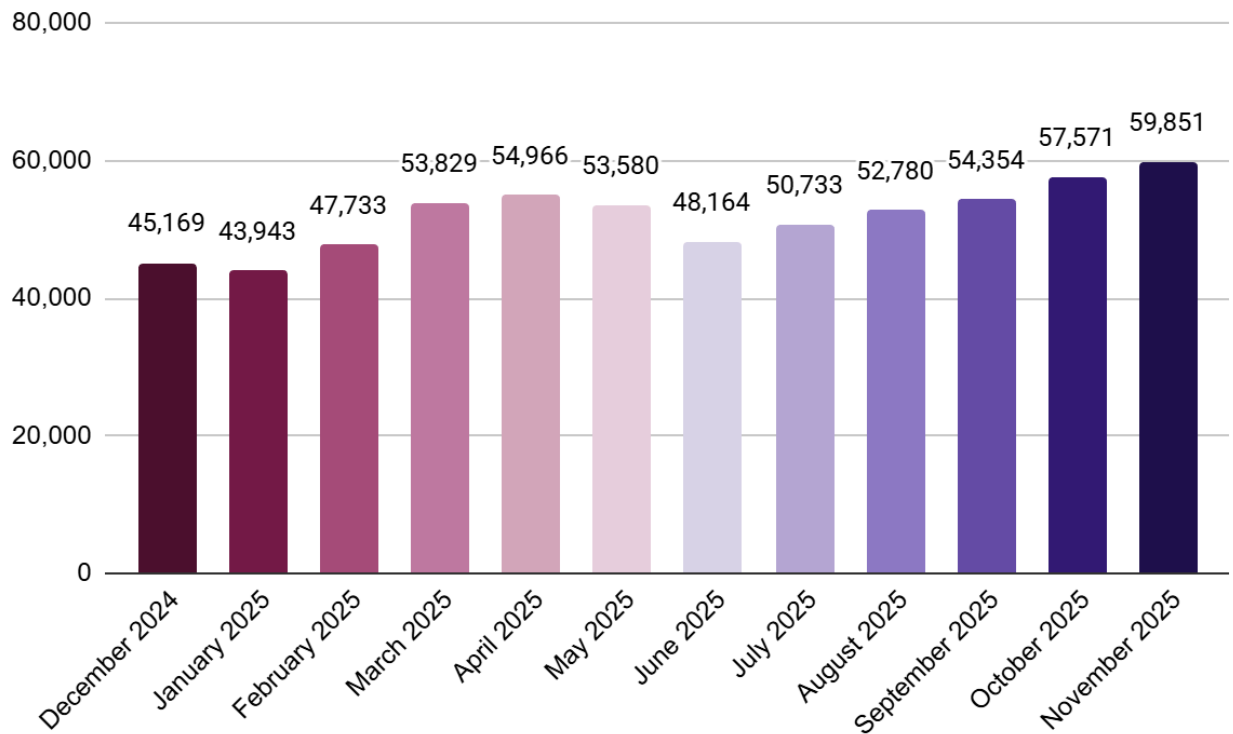


Total Website Pageviews:

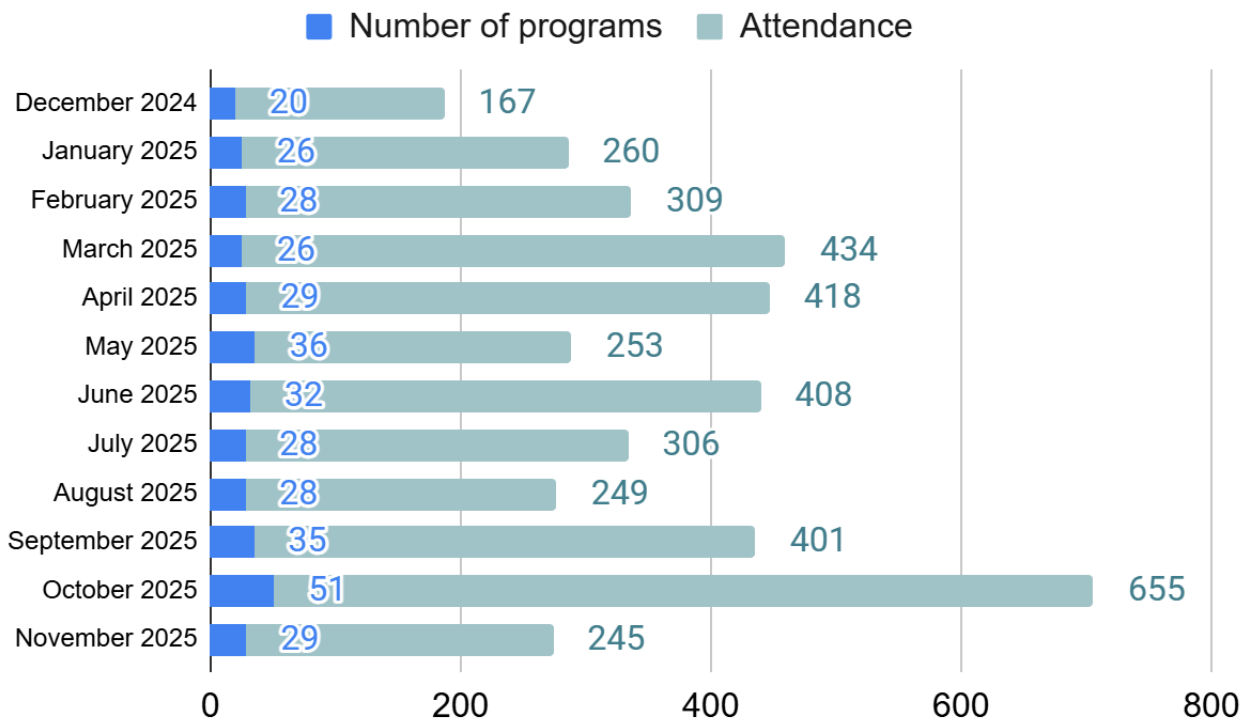


Number of Wireless Sessions:

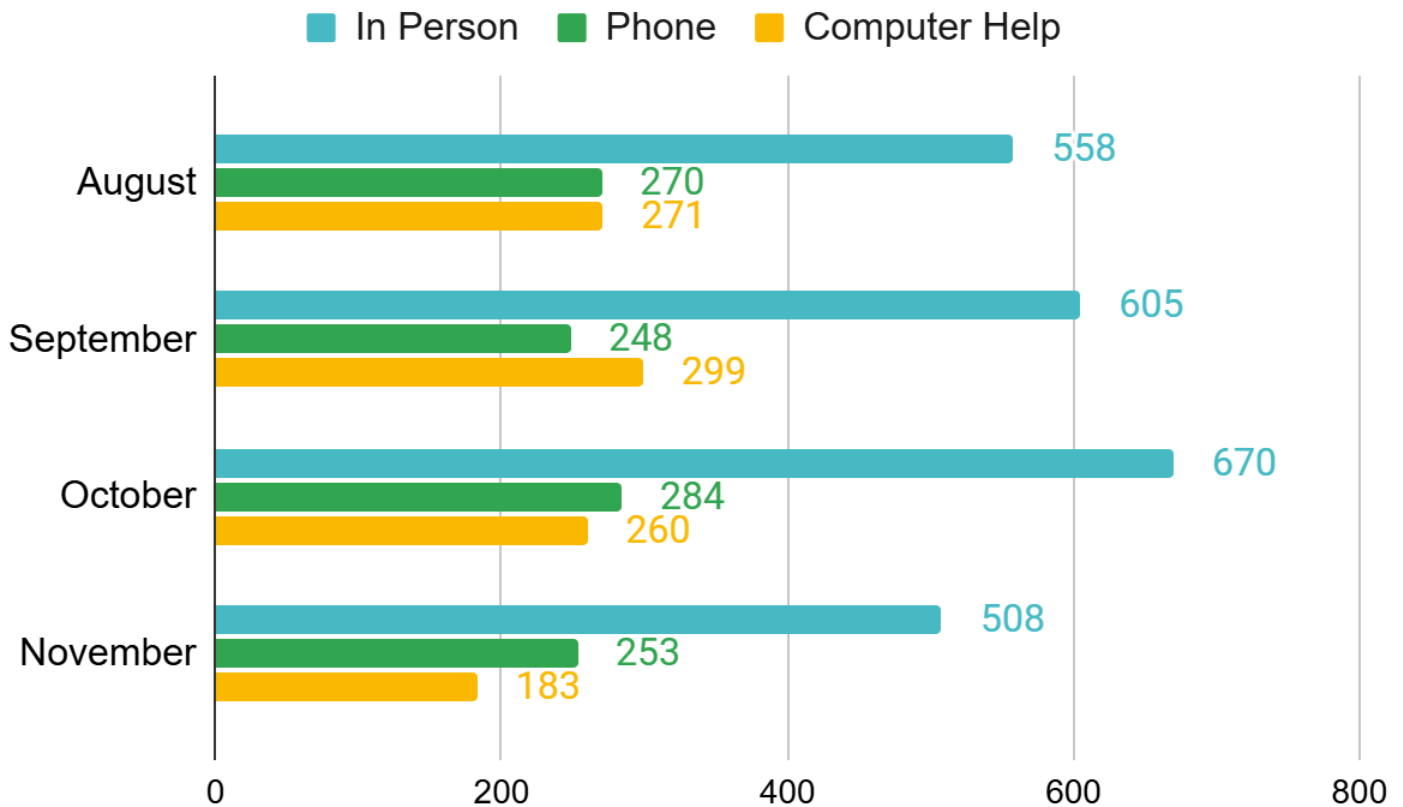
Wireless sessions increased.



Adult program attendance:



Reference transactions:



Circulation

Submitted by Kathleen Shores

- Full-time Circulation Clerk, Emma Wagaman, provided 28.00 hours of desk coverage/additional help to Youth Services.
- Full-time Circulation Clerk, Nursel Bagsever, provided 39.50 hours of desk coverage/additional help to Youth Services.
- The Circulation desk issued 67 computer guest passes to residents of Binghamton, Endicott, Johnson City, and Vestal. 23 guest passes were issued to visitors from other states such as Florida, Georgia, New Jersey, New Mexico, North Carolina, Ohio, South Carolina, and Tennessee.

Library Card Registrations

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

- 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
- August 2025 – 188
- September 2025 – 189
- October 2025 – 178
- November 2025 – 102

Electronic library card registrations:

- 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
- August 2025 – 35
- September 2025 – 31
- October 2025 – 27
- November 2025 – 23

November 2025 Youth Services Board Report

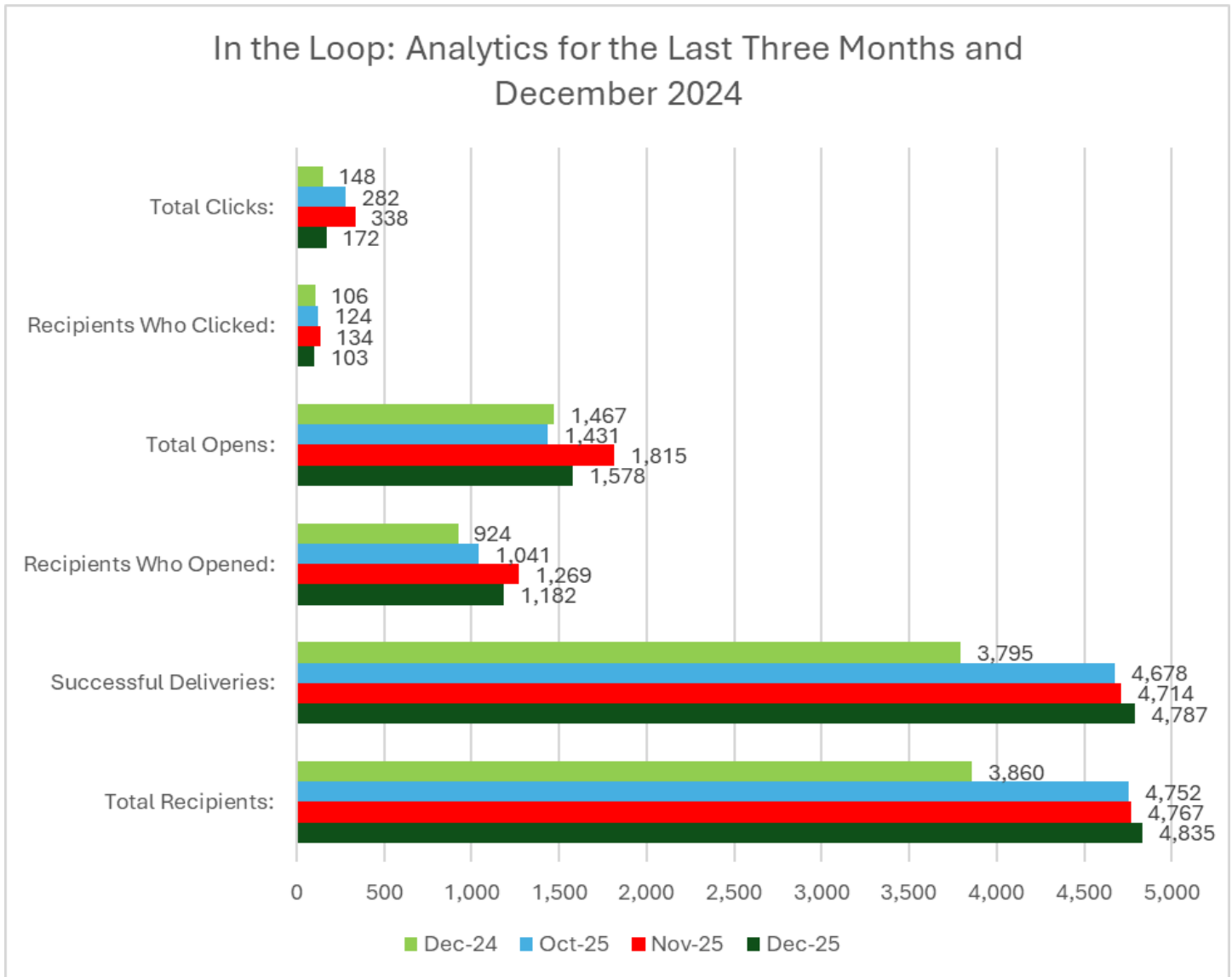
- Thank you to Kathleen for continuing to provide coverage for the Youth Services Department.
- Riley collaborated with WSKG on November 19 to offer a Thanksgiving themed event featuring the PBS Kids show, Molly of Denali. Youth Services staff will continue to collaborate with WSKG on a monthly basis.
- The Boys & Girls Club has been bringing a group of children to BCPL every Friday for our Tween Craft & Chat program.
- I attended the November 19 Head Start Policy Council Meeting to discuss the library's programs and services.
- Youth Services staff will be offering additional programs during the school winter break.
- Ethan did a wonderful job portraying the murder victim for the November 15 Murder Mystery event!
- Youth Services staff continues to work on changing call numbers to make locations easier to understand and relabeling books with the new call numbers. Thank you to Ethan and Sarah for tackling this major undertaking.

- I am working on the 2026 program proposal to the Friends of the Library. We are planning to continue with our current schedule of events. We are also hoping to regularly offer a youth Sit & Stitch program, Pokémon Club, Homework Help, and Toddler Dance Party.
- November program attendance:
 - Borrow a Grandparent-Average attendance of 4
 - Weekly Board Game Night for all ages-Average attendance of 5
 - Weekly Baby Story Time-Average attendance of 14
 - Weekly Toddler Story Time-Average attendance of 18
 - Weekly Family Pajama Story Time-Average attendance of 6
 - Weekly Teen Craft & Chat-Average attendance of 3
 - Weekly Tween Craft & Chat Day-Average attendance of 11
 - Bimonthly Therapy Dogs-Average attendance of 40
 - Bimonthly LEGO Club-Average attendance of 47
 - Bimonthly Creative Kids Club for Homeschoolers-Average attendance of 7
 - November 8-Family Game Day-Attendance of 12
 - November 22 Family Movie Day: E.T.-Attendance of 2
 - November 22 Teen D&D-Attendance of 6
 - November 29 Art Class-Attendance of 6
- Upcoming Programs:
 - Borrow a Grandparent-Every Tuesday-Thursday
 - Weekly Tween Craft & Chat
 - Weekly Board Game Night for all ages
 - Weekly Baby Story Time
 - Weekly Toddler Story Time
 - Weekly Family Pajama Story Time
 - Weekly Teen Craft & Chat
 - Bimonthly LEGO Club
 - Bimonthly Therapy Dogs
 - Bimonthly Creative Kids Club
 - Bimonthly Grab-N-Go Crafts
 - December 13: Family Game Day
 - December 19: Collaboration with WSKG
 - December 20: Family Movie Day: Home Alone
 - December 20: Teen D&D
 - December 23: Raspberry Pi Class
 - December 27: Art Class with Mr. Mike
 - December 27: Rainbow Pride Story Time
 - December 30: Family Movie Day: Ice Age
 - December 31: Crafty Kids-Penguin Crafts

Respectfully submitted by
Kelsey Matoushek
Librarian III

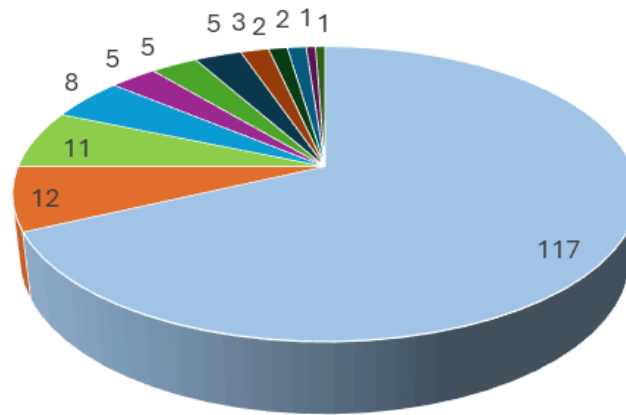
In the Loop Newsletter Statistics

Compiled by Cher Armstrong



There were more total clicks than this time last year despite there being slightly fewer recipients that clicked. There were far fewer clicks than October and November, though there were also fewer links in general to click on account of the holidays. More people opened the newsletter than this time last year, though fewer people opened the December edition than November. The number of recipients is nearly 1,000 higher than we had in December 2024.

Total Clicks



- Youth Services Calendar
- 3D Design
- Group Reiki
- Monday Matinee: A Christmas Carol
- Hoopla
- Sound Bath Immersion
- Embroidery 101
- Adult Art Workshop
- Cricut Design
- Events Calendar

As per usual, the Youth Services calendar received the most clicks. 3D Design, Group Reiki, and the Christmas Carol Monday Matinee also attracted attention.