

Account	Budget-orig	Budget-adjus	Encumbered	Spent	Remaining
Salary and Benefits					
6001000 SALARIES FULL-TIME	650,915			642,610.33 99%	8,304.67 1%
6001001 SALARIES PART-TIME	116,840			102,007.95 87%	14,832.05 13%
6001002 SALARIES TEMPORARY	0			1,686.87	-1,686.87
6001003 SALARIES OVERTIME	0			11,453.03	-11,453.03
Total Salary	767,755			757,758.18 99%	9,996.82 1%
6008001 STATE RETIREMENT	113,600	101,598		92,482.22 91%	9,115.78 9%
6008002 SOCIAL SECURITY	58,733	58,733		55,179.11 94%	3,553.89 6%
6008004 WORKERS COMPENSATION	4,095	4,095		4,095.00 100%	0.00 0%
6008006 LIFE INSURANCE	255	255		111.52 44%	143.48 56%
6008007 HEALTH INSURANCE	130,747	122,747		118,527.44 97%	4,219.56 3%
6008009 RETIREE HEALTH INSURANCE	321,917	309,991		314,418.40 101%	-4,427.40 -1%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	3,500		0 0%	3,500.00 100%
6008013 HEALTH INS - RETIRE INCENTIVE	0	0		1323.36	-1,323.36
6008014 NYS Voluntary Defined Contribution	0	12,002		12,480.70 104%	-478.70 -4%
Total Benefits	632,847	612,921		598,617.75 98%	14,303.25 2%
Salary and Benefits	1,400,602	1,380,676		1,356,375.93 98%	24,300.07 2%
Capital Spending					
6002600 MAINTENANCE EQUIPMENT	3,900	3,900	0 0%	3851.08 99%	48.92 1%
Contractual Expenditures					
6004002 MATERIAL AND SUPPLIES - PAINT	0	1500	0 0%	1,244.38 83%	255.62 17%
6000404 MATERIAL AND SUPPLIES - OTHER	10,000	10,000	0 0%	35,647.49 356%	-25,647.49 -256%
6004010 BOOKS AND SUBSCRIPTIONS	1,000	1,000	0 0%	560.47 56%	439.53 44%
6004012 OFFICE SUPPLIES	2,400	2,400	0 0%	1,918.15 80%	481.85 20%
6004021 BLDG MAINTENANCE SUPPLIES	800	800	0 0%	490.06 61%	309.94 39%
6004022 FUEL AND HEATING SUPPLIES	26,000	22,000	0 0%	18,125.97 82%	3,874.03 18%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	4,300	0 0%	2,839.36 66%	1,460.64 34%
6004030 FOOD AND BEVERAGES	100	100	0 0%	59.47 59%	40.53 41%
6004048 MISC OPERATIONAL SUPPLIES	5,785	6,981	0 0%	6,980.49 100%	0.51 0%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,881	70,881	0 0%	64,247 91%	6,633.65 9%
6004056 COMPUTER EQUIPMENT(NON CAPITAL	2,000	2,000	0 0%	531.2 27%	1,468.80 73%

Account	Budget-orig	Budget-adjus	Encumbered		Spent		Remaining	
6004070 BOOKS ADULT SERVICES	64,000	62,000	-8,700.12	-14%	66,292.70	107%	4,407.42	7%
6004071 JUVENILE BOOKS	48,000	52,161.50	0	0%	51,590.75	99%	570.75	1%
6004072 REFERENCE MATERIALS	2,200	1,000	0	0%	0.00	0%	1000	100%
6004073 SUBSCRIPTIONS	5,000	0	0		0.00		0.00	
6004074 AUDIOVISUAL MATERIALS	35,000	48,000	0	0%	45,604.39	95%	2,395.61	5%
6004075 ELECTRONIC ACCESS MATERIALS	30,980	22,980	-1,330.58	-6%	24,048.42	105%	262.16	1%
6004100 POSTAGE AND FREIGHT	700	700	0	0%	356.22	51%	343.78	49%
6004105 DUES AND MEMBERSHIPS	2,050	1,450	0	0%	1069	74%	381.00	26%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	12,060	0	0%	10,480.30	87%	1,579.70	13%
6004113 WATER AND SEWAGE CHARGES	3,200	2,200	0	0%	1,127.80	51%	1,072.20	49%
6004115 ELECTRIC CURRENT	59,000	50,200	0	0%	57,643.32	115%	-7,443.32	-15%
6004117 BUILDING AND GROUNDS EXPENSES	29,750	33,350	0	0%	36,116.22	108%	-2,766.22	-8%
6004136 OPERATIONAL EQUIPMENT REPAIRS	2,060	1,000	0	0%	0	0%	1,000.00	100%
6004137 ADVERTISING AND PROMOTION EXPE	2,000	2,000	0	0%	845.85	42%	1,154.15	58%
6004138 OTHER OPERATIONAL EXPENSES	15,000	42,317	0	0%	21,011.62	50%	21,305.57	50%
6004147 OTHER PROGRAM EXPENSES	0	10,000	0	0%	15,000.00	150%	-5,000.00	-50%
6004160 MILEAGE AND PARKING-LOCAL	1,000	200	0	0%	0	0%	200	100%
6004161 TRAVEL HOTEL AND MEALS	1,850	124	0	0%	123.5	100%	0.00	0%
6004162 EDUCATION AND TRAINING	1,000	1,700	0	0%	1889.95	111%	-189.95	-11%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	175	0	0%	0	0%	175	100%
6004193 HARDWARE MAINTENANCE	6,940	3,940	0	0%	2,740.00	70%	1,200	30%
6004196 COPYING MACHINE RENTALS	4,200	4,200	0	0%	4,327.80	103%	-127.80	-3%
6004504 OTHER FINANCIAL SERVICES	33	33	0	0%	32.9	100%	0.1	0%
6004573 OTHER FEES FOR SERVICES	9,270	8,255	0	0%	6,929.84	84%	1,325.16	16%
Total	452,634	485,907	-10,030.70	-2%	483,726.05	100%	12,211.84	3%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	15,141				15,141.00	100%	0.00	0%
6004604 DPW SECURITY CHARGEBACKS	115,457				115,457.00	100%	0.00	0%
6004606 TELEPHONE BILLING ACCOUNT	5,085				4,774.30	94%	310.70	6%
6004609 DATA PROCESSING CHARGEBACKS	84,888				84,888.00	100%	0.00	0%
6004614 OTHER CHARGEBACK EXPENSES	9				0	0%	9	100%
6004617 DUPLICATING/PRINTING CHARGEBAC	10				0	0%	10	100%

Account	Budget-orig	Budget-adjus	Encumbered	Spent	Remaining
6004618 OFFICE SUPPLIES CHARGEBACK	209			2.52 1%	206.48 99%
6004619 BUILDING SERVICE CHARGEBACK	41,720			31,856.64 76%	9,863.36 24%
Total Chargebacks	262,519			252,119.46 96%	10,399.54 4%
Debt					
6006000 PRINCIPAL ON SERIAL BONDS	6,032			6,032.00 100%	0 0%
6007000 INTEREST ON SERIAL BONDS	1,751			1,750.93 100%	0.07 0%
Grand Total (operating):	2,136,885		-10,030.70 0%	2,100,004.37 98%	46,911.52 2%
FUND BALANCE (on 10/20)	451,446.26				
Projects & Grants					
6002207 FLOORING PROJECT	150,000		0 0%	150,000 100%	0 0%
6004117 STATE CONSTRUCTION AID	39,372		0 0%	0 0%	39,372 100%
6004570 DIGITAL LITERACY GRANT	6,898		0 0%	2,898 42%	4,000 58%
Total Projects & Grants	196,270.00		0.00 0%	152,898.00 78%	43,372.00 22%
Trust Fund					
4660036 LIBRARY TRUST FUND	8,550.63		0 0%	0 0%	8,550.63 100%

Account	Budgeted	Collected	Remaining		
Revenue					
5000100 LIBRARY COPY FEES	8,000	5,843.92	73%	2,156.08	27%
5000102 COMMISSIONER OF FINANCE	0	91.35		-91.35	
5000117	0	600.00		-600.00	
5000177 RENTALS & FEES	11,500	6,790.00	59%	4,710.00	41%
5000189 OTHER LOCAL GOVERNMENTS	767,905	761,900.00	99%	6,005.00	1%
5000312 RENTAL CHARGEBACKS	17,000	17,000.00	100%	0.00	0%
5000426 MISCELLANEOUS	15,000	11,253.28	75%	3,746.72	25%
5000451 INTEREST AND EARNINGS	3,000	406.56	14%	2,593.44	86%
5000470 VENDING MACHINE	700	43.88	6%	656.12	94%
5000471 COMMISSIONS	800	0.00	0%	800.00	100%
5000531 GIFTS AND DONATIONS	200	850.74	425%	-650.74	-325%
5000545 CREDIT CARD REBATES	50	101.11	202%	-51.11	-102%
5000562 TRANSFER FROM GENERAL FUND	1,235,124	1,235,124.00	100%	0.00	0%
5000808 OTHER STATE AID	63,702	95,176.24	149%	-31,474.24	-49%
5000952 ARRA DEBT REIMBURSEMENT	557	558.72	100%	-1.72	0%
Total Revenue (operating):	2,123,538	2,135,739.80	101%	-12,201.80	-1%

Projects & Grants					
5000165 DIGITAL LITERACY GRANTS	6,898	5,898	86%	1,000	14%
5000590 CAPITAL FUNDS FOR FLOORING	150,000	150,000	100%	0	0%
5000808 STATE CONSTRUCTION AID - lighting	7,313	7,313	100%	0	0%
5000808 STATE CONSTRUCTION AID - security	39,372	35,435	90%	3,937	10%
KLEE GRANT (Friends)	75,000	50,000	67%	25,000	33%
Projects & Grants Revenue	278,583	248,646	89%	29,937	11%

Trust Fund					
4660036 LIBRARY TRUST FUND	0	675.35		-675.35	

Account	Budgeted	Collected	Remaining		Notes
Revenue					
5000100 LIBRARY COPY FEES	8,600	689.25	8%	7,910.75	92%
5000177 RENTALS & FEES	11,600	0	0%	11,600	100%
5000189 OTHER LOCAL GOVERNMENTS	773,785	0	0%	773,785	100%
5000312 RENTAL CHARGEBACKS	17,000	0	0%	17,000	100%
5000426 MISCELLANEOUS	15,000	423.32	3%	14,576.68	97% Library Fees
5000431 MISCELLANEOUS	15,000	0	0%	15,000	100% Books for Babies funds
5000451 INTEREST AND EARNINGS	9,000	0	0%	9,000	100%
5000470 VENDING MACHINE	1,000	0	0%	1,000	100%
5000471 COMMISSIONS	800	0	0%	800	100%
5000531 GIFTS AND DONATIONS	200	0	0%	200	100%
5000545 CREDIT CARD REBATES	70	0	0%	70	100%
5000562 TRANSFER FROM GENERAL FUND	1,398,987	1,398,987.00	100%	0	0%
5000808 OTHER STATE AID	79,628	0	0%	79,628	100%
5000952 ARRA DEBT REIMBURSEMENT	496	0	0%	496	100%
Total Revenue (operating):	2,331,166	1,400,099.57	60%	931,066.43	40%

Account	Budget	Encumbered		Spent		Remaining	
Salary and Benefits							
6001000 SALARIES FULL-TIME	708,328			36,291.97	5%	672,036.03	95%
6001001 SALARIES PART-TIME	146,604			6,344.56	4%	140,259.44	96%
6001002 SALARIES TEMPORARY	1,172			417.85	36%	754.15	64%
6001003 SALARIES OVERTIME	0			0.00		0.00	
Total Salary	856,104			43,054.38	5%	813,049.62	95%
6008001 STATE RETIREMENT	112,837			5,339.95	5%	107,497.05	95%
6008002 SOCIAL SECURITY	65,492			3,121.13	5%	62,370.87	95%
6008004 WORKERS COMPENSATION	3,839			0.00	0%	3,839.00	100%
6008006 LIFE INSURANCE	225			6.3	3%	218.7	97%
6008007 HEALTH INSURANCE	154,088			6,736.47	4%	147,351.53	96%
6008009 RETIREE HEALTH INSURANCE	335,282			0.00	0%	335,282.00	100%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500			0	0%	3,500.00	100%
6008013 HEALTH INS - RETIRE INCENTIVE	0			0		0.00	
6008014 NYS Voluntary Defined Contribution	6,377			855.62	13%	5,521.38	87%
Total Benefits	681,640			16,059.47	2%	665,580.53	98%
Salary and Benefits	1,537,744			59,113.85	4%	1,478,630.15	96%
Contractual Expenditures							
6004012 OFFICE SUPPLIES	2,400	500	21%	-	0%	1900	79%
6004021 BLDG MAINTENANCE SUPPLIES	800	500	63%	-	0%	-200	-25%
6004022 FUEL AND HEATING SUPPLIES	26,000	0	0%	-519.69	-2%	26,519.69	102%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	3000	70%	-	0%	-200	-5%
6004030 FOOD AND BEVERAGES	100	0	0%	0	0%	100	100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	5000	86%	-	0%	785	14%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,928	0	0%	-	0%	70,928	100%
6004056 COMPUTER EQUIPMENT(NON CAPITAL	5,000	0	0%	0	0%	5,000	100%
6004070 BOOKS ADULT SERVICES	64,000	49,500.00	77%	0	0%	14,500	23%
6004071 JUVENILE BOOKS	48,000	47,500	99%	0	0%	500	1%
6004072 REFERENCE MATERIALS	1,800	0	0%	0	0%	1800	100%
6004073 SUBSCRIPTIONS	2,000	0	0%	0	0%	2,000	100%
6004074 AUDIOVISUAL MATERIALS	35,000	30,000	86%	0	0%	5,000	14%

Account	Budget	Encumbered		Spent		Remaining	
6004075 ELECTRONIC ACCESS MATERIALS	32,980	0	0%	-2,005.94	-6%	34,985.94	106%
6004100 POSTAGE AND FREIGHT	700	0	0%	0.00	0%	700	100%
6004105 DUES AND MEMBERSHIPS	2,050	0	0%	0	0%	2,050	100%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	1600	78%	-	0%	460	22%
6004113 WATER AND SEWAGE CHARGES	3,200	0	0%	0	0%	3,200	100%
6004115 ELECTRIC CURRENT	59,000	0	0%	-8,768.64	-15%	67,768.64	115%
6004117 BUILDING AND GROUNDS EXPENSES	36,350	0	0%	-471.10	-1%	36,821.10	101%
6004136 OPERATIONAL EQUIPMENT REPAIRS	2,060	0	0%	0	0%	2,060	100%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	0	0%	0	0%	6,000	100%
6004138 OTHER OPERATIONAL EXPENSES	16,000	500	3%	-461.75	-3%	15,961.75	100%
6004147 OTHER PROGRAM EXPENSES	15,000	0	0%	0	0%	15,000	100%
6004160 MILEAGE AND PARKING-LOCAL	1,000	0	0%	0	0%	1000	100%
6004161 TRAVEL HOTEL AND MEALS	1,850	0	0%	0	0%	1,850	100%
6004162 EDUCATION AND TRAINING	1,000	0	0%	0	0%	1,000	100%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	0	0%	0	0%	175	100%
6004193 HARDWARE MAINTENANCE	7,022	0	0%	0	0%	7,022	100%
6004196 COPYING MACHINE RENTALS	4,200	0	0%	310.50	7%	3,889.50	93%
6004504 OTHER FINANCIAL SERVICES	27	0	0%	0	0%	27	100%
6004573 OTHER FEES FOR SERVICES	6,000	0	0%	0	0%	6,000	100%
Total	462,787	138,100.00	30%	-11,916.62	-3%	334,603.62	72%
Chargebacks							
6004602 INSURANCE PREMIUM CHARGEBACK	18,089			0	0%	18,089.00	100%
6004604 DPW SECURITY CHARGEBACKS	120,077			0	0%	120,077.00	100%
6004606 TELEPHONE BILLING ACCOUNT	5,511			0	0%	5,511.00	100%
6004609 DATA PROCESSING CHARGEBACKS	133,042			0	0%	133,042.00	100%
6004617 DUPLICATING/PRINTING CHARGEBA	8			0	0%	8	100%
6004618 OFFICE SUPPLIES CHARGEBACK	70			0	0%	70.00	100%
6004619 BUILDING SERVICE CHARGEBACK	46,095			0	0%	46,095.00	100%
Total Chargebacks	322,892			0.00	0%	322,892.00	100%
Debt							
6006000 PRINCIPAL ON SERIAL BONDS	6,331			0	0%	6,331	100%

Account	Budget	Encumbered		Spent		Remaining	
6007000 INTEREST ON SERIAL BONDS	1,412			0	0%	1,412	100%
Grand Total (operating):	2,331,166	138,100.00	6%	47,197.23	2%	2,143,868.77	92%
FUND BALANCE (on 10/20)	451,446.26						

Information Services Report Submitted by Sherry Kowalski

January Programs/Events :

Coloring Club for Adults: There were 4 sessions of the Coloring Club in January, 22 total people attended.

Yoga: We starting offering yoga classes again. We are limiting the size of the class and registration is required. We offered 4 classes in January and 47 people attended. This program is funded by the Friends of Broome County Public Library

Virtual Sound Bath Immersion: Lorraine Stewart held 2 sessions of the virtual sound bath immersion in January and 4 people attended.

First Thursday Book Club: In January, 6 people attended the book club. The group discussed Where the Crawdads Sing by Delia Owens.

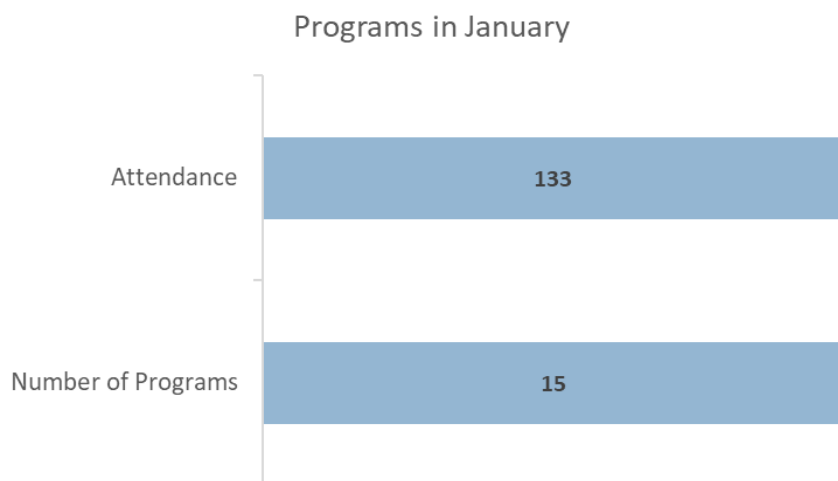
Library Knitting Group: We had 2 people attend the knitting group meeting in January.

Books and Beans Book Club: In January, 6 people attended the Books and Beans meeting to discuss An Unwanted Guest by Shari Lapena. I continue to offer the option to attend the meeting on Zoom, 2 person attended virtually.

Ancient Celtic Druidism: For Tim Bridgeman's program, we had 11 people in attendance. This program was funded by the Friends of Broome County Public Library

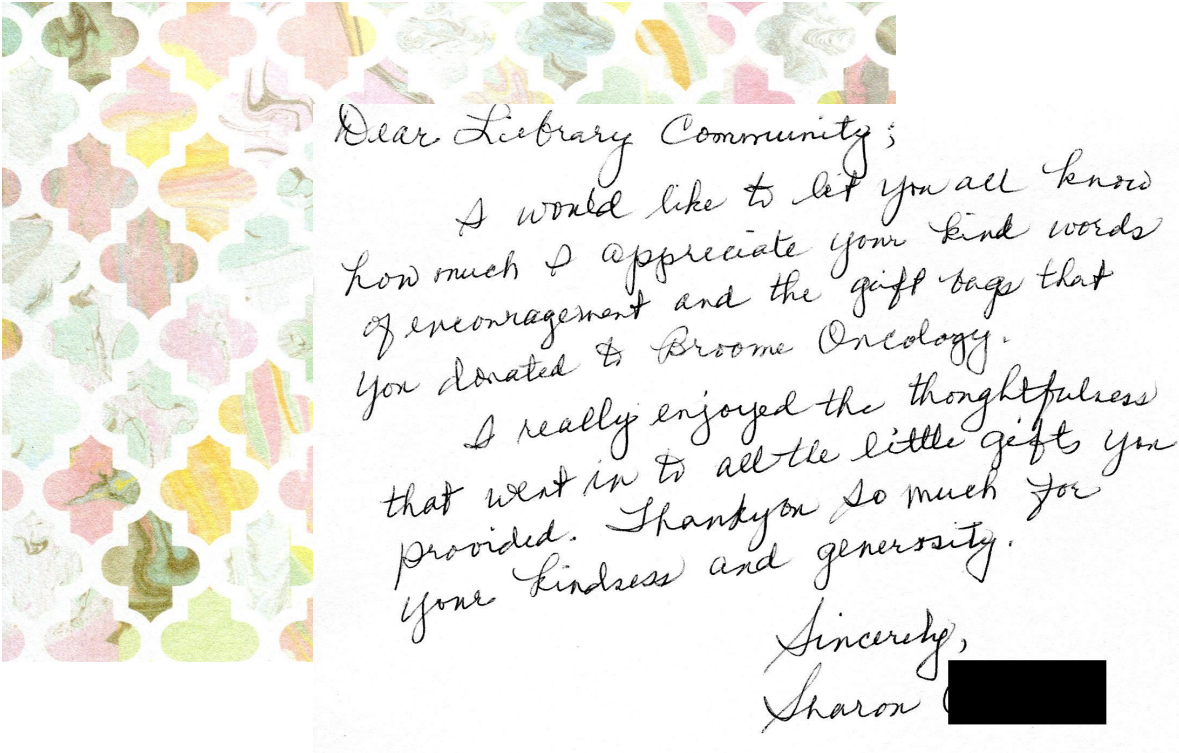
Innocent Souls Exhibit-Opening Reception: The opening reception for Glenn Hoovers' photo-exhibit was successful, 35 people attended. WBNG interviewed Mr. Hoover the Wednesday before the event and this contributed to the large turn out.

Pop-up Food Pantry: The pop-up food pantry was held on January 18th. We received enough donated items to fill two book shelves and two tables in the public lounge. Even though it was a snowy day, many people came in to utilized this service. WBNG promoted this event quite extensively.



Programs/Events Continued:

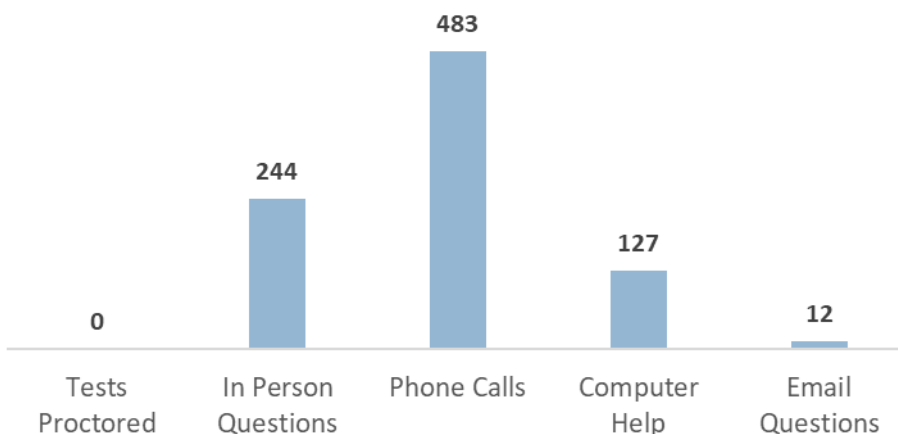
The Library's "The Great Give Back" initiative has come to a close. The last of the care packages were delivered to the Guthrie Cancer Center in Sayre, PA. Due to the overwhelming and very generous community response to this project, Broome Oncology couldn't use all of the care packages we prepared. Guthrie was thrilled to take the remainder of the bags. Below is a beautiful thank you note that I wanted to share.



Reference:

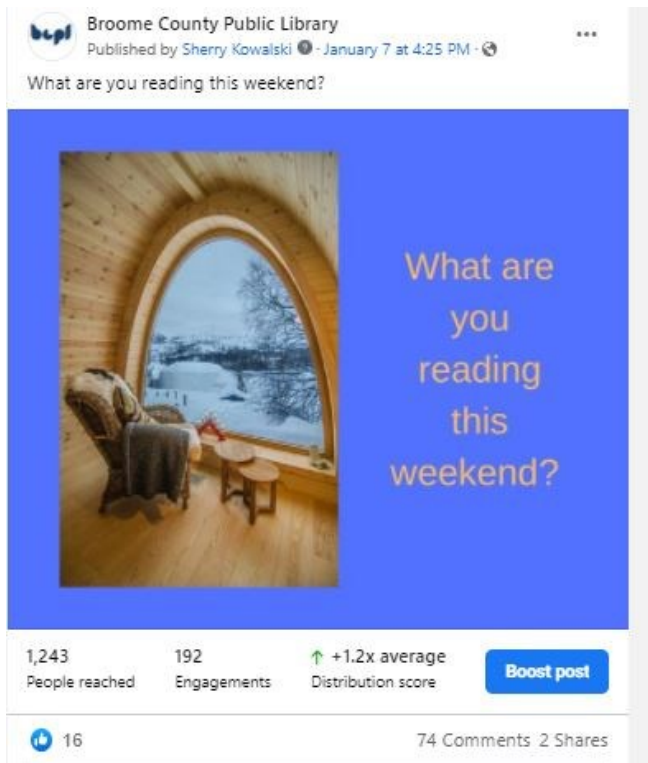
The number of staff in reference doubled on January 10th. Gill Friedlander started as Librarian I and Nicole Paolillo started as Library Assistant. Nicole was a Library Clerk and was promoted to this new position. She is currently splitting her hours between Circulation and Reference until the part-time clerk positions are filled. I'm excited to have both of them in the department. We can begin to staff the Reference desk for more hours and we will be able to add new programs and services.

January Reference Desk Statistics

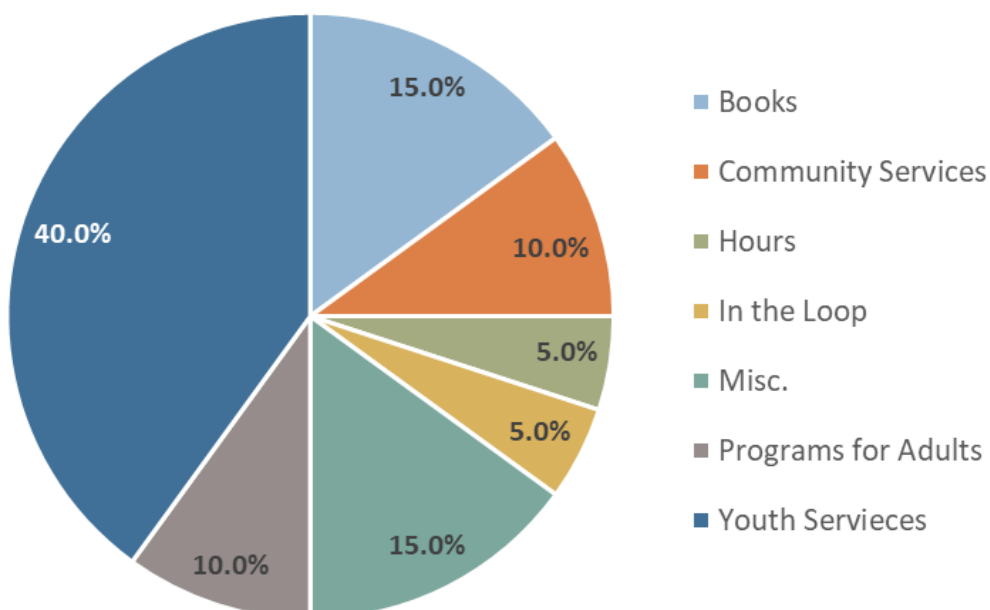


Facebook Analytics Submitted by Sherry Kowalski

The Library's Facebook followers increased by 52. The post with the highest reach was a post about grab-n-go bags. The post with the most interactions was a "What are You Reading" post.

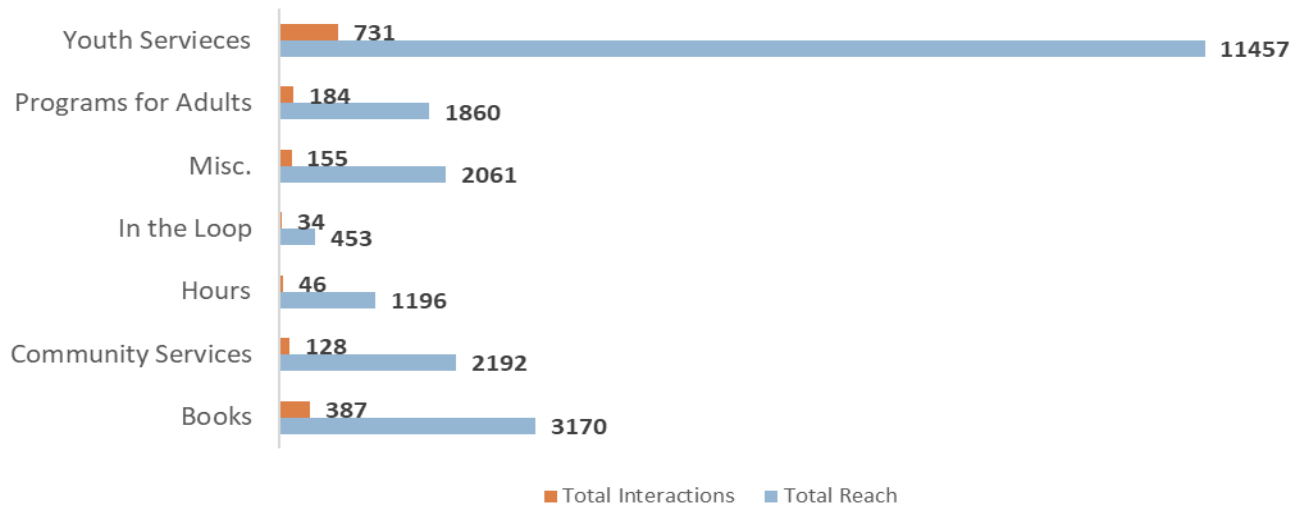


Percentage of Posts by Category

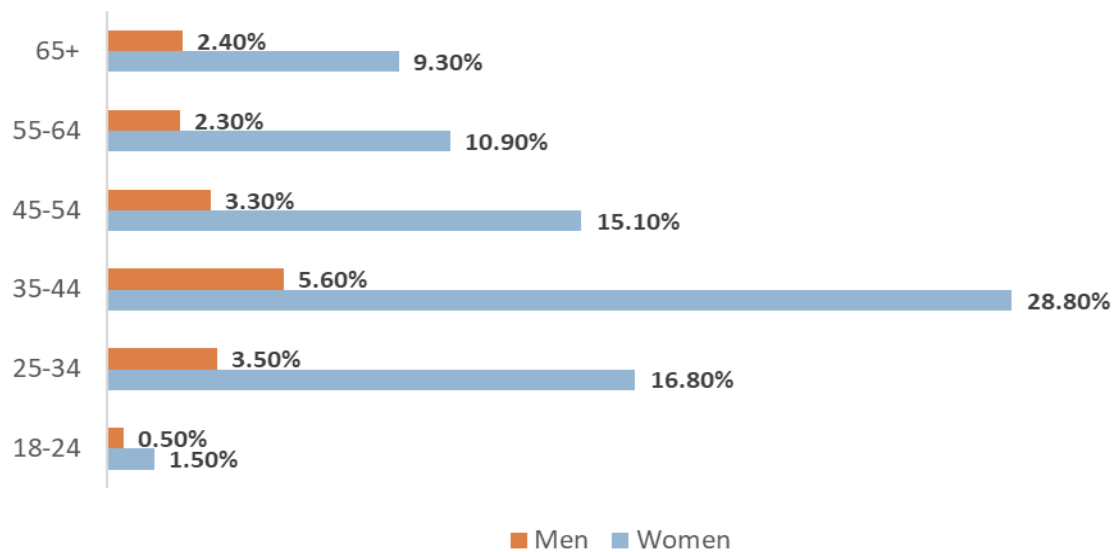


Facebook Analytics Continued:

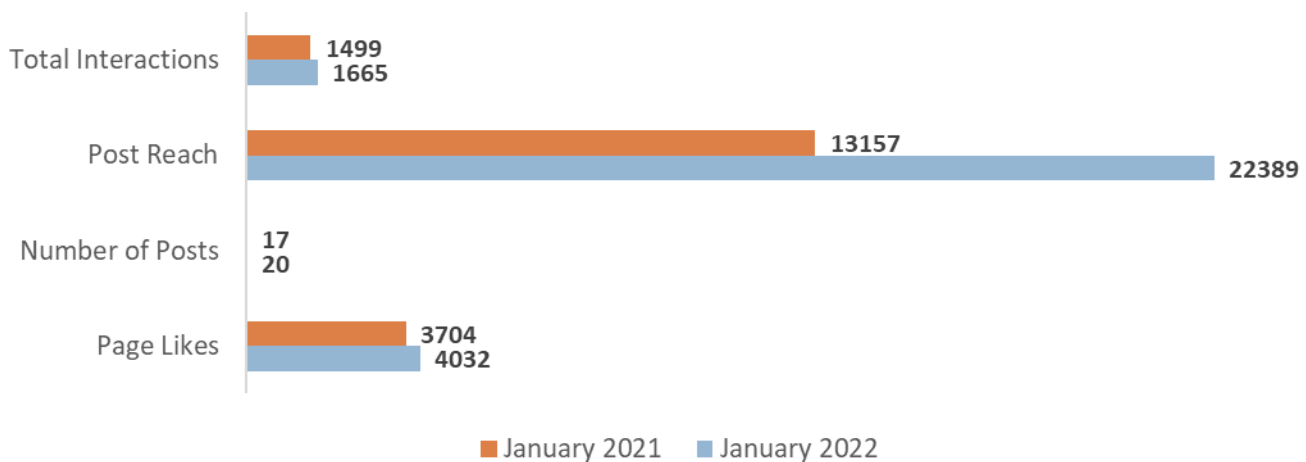
January Total Post Reach and Total Interactions by Category



Facebook Page Likes by Gender and Age as of February 3, 2022



Facebook Comparison: January 2021 and January 2022



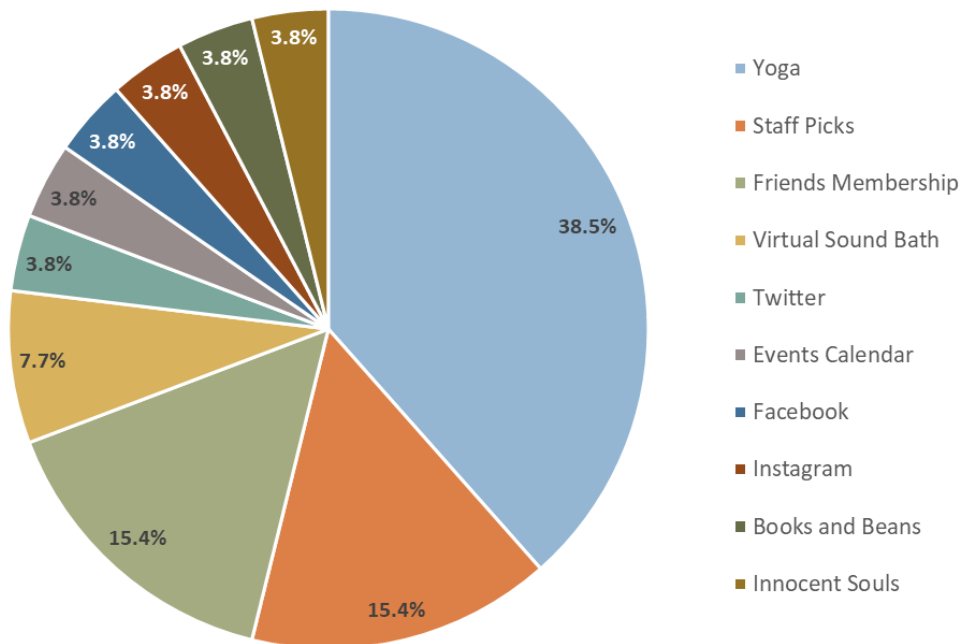
Mailchimp Analytics

February Issue of "In the Loop"

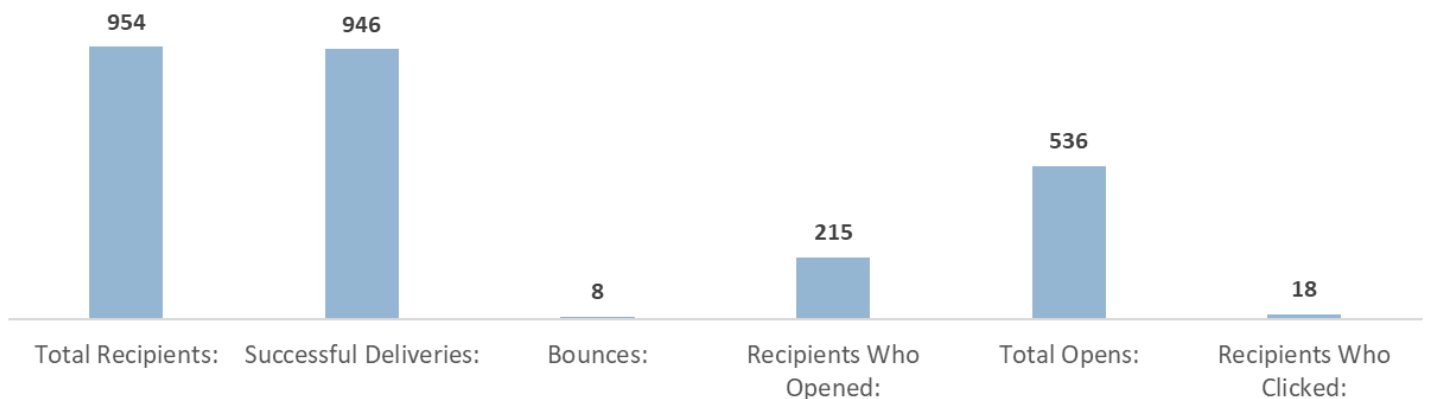
Submitted by Sherry Kowalski

The February issue of "In the Loop" was sent out on January 29, 2022. The newsletter was sent to 954 people, an increase of 74. The open rate for the February issue was 22.9%. An additional 88 people opened the newsletter from the link that was posted to our social media pages. This is the lowest percentage of opens we ever had. It is the first time the newsletter was sent out on a Saturday which may have contributed to the decrease. It has been one year since the first "In the Loop" newsletter was sent out. The first newsletter was sent to 248 subscribers and the latest issue was sent to 954 subscribers, an increase of 706.

February "In the Loop" Link Clicks by Category



"In the Loop" Data Analysis for the February Newsletter



January 2022 Youth Services Board Report

Notable things to report in Youth Services:

- Starting on January 31, 150 winter themed Grab-N-Go bags were handed out to children, and 65 Grab-N-Go bags were handed out to teens. The teen Grab-N-Go bags had all the supplies necessary for a Tetris magnet craft and a washi tape notebook craft. All bags included treats. Thank you to the Circulation staff for packing the bags and thank you to the Friends of the Library for generously supporting this program.
 - 12 of the Teen Grab-N-Go bags were given to a middle school classroom at the BOCES East Learning Center on Hawley Street in Binghamton. We will continue to provide monthly Grab-N-Go bags to these at-risk students through June 2022.
- Attendance for in person programs in January:
 - 17 people attended the January 8 LEGO Club.
 - 30 paper snowflake challenge kits were handed out as Grab-N-Go bags on January 15.
 - 0 people attended the Teen Craft & Chat program on January 20.
 - 14 people attended the January 22 LEGO Club.
 - The average attendance for Lapsit Story Times was eight, a 33% increase since December.
 - 3 children participated in the Kids Create M&M Watercolor Art program on January 29.
- Kelsey attended a School Librarian of the Southern Tier East meeting on January 10 and a Head Start Policy Council meeting on January 26 to talk about the services the library has to offer.
- Youth Services clerk, Emma Wagaman, accepted a full-time clerical position and transferred to the Circulation Department.
- Summer Reading Program preparation continues. The focus will likely remain the Grab-N-Go bags due to COVID concerns, but we will offer a variety of in-person garden programs, including LEGO Club, STEAM programming, story times, and two performers. One performer has been booked.
- Kelsey is working on collection development for the Young Adult area, graphic novels for adults, and foreign language books for children.
- Youth Services staff have started researching new technologies that other libraries offer to families.

Upcoming in Youth Services:

- The next Head Start Policy Council meeting will be on March 2.
- Kelsey volunteered to host the April 4 School Librarians of the Southern Tier East meeting.
- The following events will be held in February:
 - Lapsit Story Time every Monday, Thursday, and Friday
 - LEGO Club every other Saturday
 - Valentine's Day Story Time on February 11
 - Valentine's Day Candy Hearts Catapults on February 12
 - Teen Craft & Chat on February 17
 - Winter Story Time on February 25
 - Paper Plate Marble Mazes on February 26
 - Grab-N-Go bags the week of February 28

- Future Youth Services programs include:
 - A monthly book club for children in grades 3-5, beginning on March 1
 - A Leaping Leprechaun Straw Rocket activity on March 12
 - A St. Patrick's Day STEAM Family Story Time on March 17
 - A STEM challenge on March 26
 - A Spring STEAM Story Time on April 1
 - A story time for National Library Week on April 8
 - Extra programming for Spring Break the week of April 11
 - An Earth Day STEAM Story Time on April 22
 - Tri Cities Opera's "Stone Soup" program on May 14
 - A program for homeschoolers in May

Respectfully submitted by
Kelsey Matoushek
Librarian II
Youth Services

Public Services

January —

The library was chosen by the County to help distribute KN-90 masks as well as Covid-19 at home test kits to the public. We received the masks on January 3rd and the test kits on January 4th. Library Board President, JoAnne Hanrahan, was kind enough to volunteer her time to distribute the at home Covid-19 test kits as well as the KN-90 masks. The test kits and masks were gone within 30 minutes.

Circulation continued to receive countless phone calls and in-person inquiries regarding the test kits and masks throughout the week.

On January 3rd, Sherry Kowalski (Librarian III), filled in at the Circulation Desk from 5:00PM - 8:00PM to assist Senior Clerk, Nancy Stabler and ensure that the library remain open throughout the night.

On January 4th, Jennifer Keysor (Librarian II), filled in at the Circulation Desk from 5:00PM - 8:00PM to assist Nancy Stabler. This allowed Youth Services to have desk coverage by Circulation Clerk, Nursel Bagsever.

In the future, Circulation would be happy to welcome help from Librarians in order to keep the Library open when short staffed.

Nicole Palillo officially began the new Library Assistant position in Reference on 1/10/2022. Because Circulation is short staffed, Sherry Kowalski (Librarian III) and Kathleen Shores (Principal Library Clerk) worked together to determine a schedule where Nicole could split her time between the Reference Desk and the Circulation Desk. This situation is temporary and will likely continue until at least one of the two part-time clerk positions at Circulation are filled.

Emma Wagaman accepted the offer of full-time Circulation Clerk with her official start date being 1/24/2022. Kelsey Matoushek (Youth Services Librarian) and Kathleen are working together to make sure that Emma spends time at both the Circulation Desk and Youth Services while Youth Services is now down a part-time Youth Services Clerk.

Guest passes for computer use were given to visitors from Georgia, Louisiana, Texas, and Washington.

Circulation

Door count

January — 9,861 – 411 average per day

Curbside Pickup

January: — 5 — 0 average per day

New library card registrations

January: Adult— 104

Juv— 18

Overdue notices

January: Mailed – 127

E-mails – 1,073

Unique management:

January: New accounts – 2

Cash recovered – \$251.41

Materials recovered – \$113.93

Accounts paid in full – 1

Circulation Statistics

January 2021—12,455

February 2021—13,635

March 2021—16,196

April 2021—14,411

May 2021—14,674

June 2021—17,168

July 2021—18,903

August 2021— 19,238

September 2021—17,543

October 2021— 18,285

November 2021—16,323

December 2021—15,078

January 2022—12,654 (does not include electronic material)