

Account	Budget-orig	Budget-adjust	Encumbered	Spent	Remaining
<b>Salary and Benefits</b>					
6001000 SALARIES FULL-TIME	708,328	708,328		699,972.60 99%	8,355.40 1%
6001001 SALARIES PART-TIME	146,604	153,424		125,670.30 82%	27,753.70 18%
6001002 SALARIES TEMPORARY	1,172	1,172		16,279.51 1389%	-15,107.51 -1289%
6001003 SALARIES OVERTIME	-	-		11,996.91	-11,996.91
<b>Total Salary</b>	<b>856,104</b>	<b>862,924</b>		<b>853,919.32 99%</b>	<b>9,004.68 1%</b>
6008001 STATE RETIREMENT	112,837	113,652		90,789.77 80%	22,862.23 20%
6008002 SOCIAL SECURITY	65,492	66,014		62,349.00 94%	3,665.00 6%
6008004 WORKERS COMPENSATION	3,839	3,839		3,839.00 100%	0.00 0%
6008006 LIFE INSURANCE	225	225		78.75 35%	146.25 65%
6008007 HEALTH INSURANCE	154,088	127,335		117,356.88 92%	9,977.67 8%
6008009 RETIREE HEALTH INSURANCE	335,282	339,710		336,282.92 99%	3,427.28 1%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	3,500		- 0%	3,500.00 100%
6008013 HEALTH INS - RETIRE INCENTIVE	0	0		1,389	-1,389.48
6008014 NYS Voluntary Defined Contribution	6,377	6,377		-1,441.38 -23%	7,818.38 123%
<b>Total Benefits</b>	<b>681,640</b>	<b>660,652</b>		<b>610,644.42 92%</b>	<b>50,007.33 8%</b>
<b>Salary and Benefits</b>	<b>1,537,744</b>	<b>1,523,576</b>		<b>1,464,563.74 96%</b>	<b>59,012.01 4%</b>
<b>Contractual Expenditures</b>					
6004012 OFFICE SUPPLIES	2,400	1,200	- 0%	785.43 65%	414.57 35%
6004021 BLDG MAINTENANCE SUPPLIES	800	3,300	- 0%	2,110.40 64%	1,190 36%
6004022 FUEL AND HEATING SUPPLIES	26,000	26,000	- 0%	19,078.88 73%	6,921.12 27%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	5,550	- 0%	4,947.12 89%	603 11%
6004030 FOOD AND BEVERAGES	100	100	- 0%	67.21 67%	32.79 33%
6004048 MISC OPERATIONAL SUPPLIES	5,785	7,785	- 0%	4,355.40 56%	3,430 44%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,928	76,218	- 0%	76,696 101%	-478 -1%
6004056 COMPUTER EQUIPMENT(NON CAPITAL	5,000	1,325	- 0%	1325.25	0
6004070 BOOKS ADULT SERVICES	64,000	55,069	- 0%	63,565.01 115%	-8,496.12 -15%
6004071 JUVENILE BOOKS	48,000	48,000	- 0%	47,919.01 100%	81 0%
6004072 REFERENCE MATERIALS	1,800	800	- 0%	372 47%	428 54%
6004073 SUBSCRIPTIONS	2,000	1,600	- 0%	1,932 121%	-332 -21%
6004074 AUDIOVISUAL MATERIALS	35,000	32,000	- 0%	25,546.61 80%	6,453 20%

Account	Budget-orig	Budget-adjust	Encumbered		Spent		Remaining	
6004075 ELECTRONIC ACCESS MATERIALS	32,980	27,980	-	0%	37,522.35	134%	-9542.35	-34%
6004100 POSTAGE AND FREIGHT	700	1,400	-	0%	2046.04	146%	-646.04	-46%
6004105 DUES AND MEMBERSHIPS	2,050	2,050	-	0%	1507	74%	543	26%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	9,860	-	0%	9,454.12	96%	406	4%
6004113 WATER AND SEWAGE CHARGES	3,200	3,000	-	0%	2,420	81%	580	19%
6004115 ELECTRIC CURRENT	59,000	43,710	-	0%	41,415.48	95%	2,294.52	5%
6004117 BUILDING AND GROUNDS EXPENSES	36,350	73,550	-	0%	66,785.05	91%	6,764.95	9%
6004136 OPERATIONAL EQUIPMENT REPAIRS	2,060	1,510	-	0%	-	0%	1,510	100%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	8,000	-	0%	6521.77	82%	1,478	18%
6004138 OTHER OPERATIONAL EXPENSES	16,000	15,331	-	0%	18,254.29	119%	-2,923.18	-19%
6004147 OTHER PROGRAM EXPENSES	15,000	15,000	-	0%	15,000	100%	-	0%
6004160 MILEAGE AND PARKING-LOCAL	1,000	500	-	0%	433	87%	66.87	13%
6004161 TRAVEL HOTEL AND MEALS	1,850	850	-	0%	2113.6	249%	-1,264	-149%
6004162 EDUCATION AND TRAINING	1,000	500	-	0%	1,451	290%	-951	-190%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	175	-	0%	200	114%	-24.72	-14%
6004193 HARDWARE MAINTENANCE	7,022	7,022	-	0%	4,840	69%	2,182	31%
6004196 COPYING MACHINE RENTALS	4,200	4,200	-	0%	4,631	110%	-431.40	-10%
6004504 OTHER FINANCIAL SERVICES	27	27	-	0%	26.1	97%	0.9	3%
6004573 OTHER FEES FOR SERVICES	6,000	11,500	-	0%	11,517.94	100%	-18	0%
<b>Total</b>	<b>462,787</b>	<b>485,112</b>	<b>0.00</b>	<b>0%</b>	<b>474,839.13</b>	<b>98%</b>	<b>10,273.12</b>	<b>2%</b>

#### Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	18,089	18,089			18,089.00	100%	0.00	0%
6004604 DPW SECURITY CHARGEBACKS	120,077	120,077			116,717.00	97%	3,360.00	3%
6004606 TELEPHONE BILLING ACCOUNT	5,511	5,511			5,062.65	92%	448.35	8%
6004609 DATA PROCESSING CHARGEBACKS	133,042	133,042			127,942.00	96%	5,100.00	4%
6004617 DUPLICATING/PRINTING CHARGEBAC	8	8			29	357%	-20.54	-257%
6004618 OFFICE SUPPLIES CHARGEBACK	70	70			170.87	244%	-100.87	-144%
6004619 BUILDING SERVICE CHARGEBACK	46,095	37,938			32,251.05	85%	5,686.95	15%
<b>Total Chargebacks</b>	<b>322,892</b>	<b>314,735</b>			<b>300,261.11</b>	<b>95%</b>	<b>14,473.89</b>	<b>5%</b>

#### Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,331	6,331			6,331	100%	-	0%
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Account	Budget-orig	Budget-adjust	Encumbered		Spent		Remaining	
6007000 INTEREST ON SERIAL BONDS	1,412	1,412			1,411.74	100%	0.26	0%
<b>Grand Total (operating):</b>	<b>2,331,166</b>	<b>2,331,166</b>	<b>0.00</b>	<b>0%</b>	<b>2,247,406.72</b>	<b>96%</b>	<b>83,759.28</b>	<b>4%</b>

Projects & Grants								
6004570 DIGITAL LITERACY GRANT	4,000	4,000	-	0%	4,000	100%	-	0%
6002207 CAPITAL FUNDS FOR FLOORING	237,888	237,888	-	0%	237,888.00	100%	-	0%
6004117 STATE CONSTRUCTION AID - 2021	39,372	39,372	-	0%	39,372	100%	-	0%
6004117 STATE CONSTRUCTION AID - 2022	378,023	378,023	-	0%	-	0%	378,023	100%
Library Development Fund	12,058	12,058	-	0%	12,058	100%	-	0%
KRESGE GRANT (Friends)	30,000	31,700	-	0%	17,629.55	59%	14,072	47%
COMMUNITY FOUNDATION (Friends)	5,000	5,000	-	0%	-	0%	5,000	100%
COMMUNITY FOUNDATION #2 (Friends)	2,000	2,000	-	0%	-	0%	2,000	100%
KLEE GRANT (Friends)	75,000	80,000	-	0%	30,650.43	38%	49,349.57	62%
<b>Total Projects &amp; Grants</b>	<b>783,340.99</b>	<b>790,040.99</b>	<b>0.00</b>	<b>0%</b>	<b>341,597.97</b>	<b>44%</b>	<b>448,445.02</b>	<b>57%</b>

Account	Budgeted	Collected	Remaining		
Revenue					
5000100 LIBRARY COPY FEES	8,600	9,044.65	105%	-444.65	-5%
5000177 RENTALS & FEES	11,600	6,780	58%	4,820	42%
5000189 OTHER LOCAL GOVERNMENTS	773,785	961,245.00	124%	-187,460	-24%
5000312 RENTAL CHARGEBACKS	17,000	47,000	276%	-30,000	-176%
5000426 MISCELLANEOUS	15,000	8,826.91	59%	6,173.09	41%
5000431 MISCELLANEOUS	15,000	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	9,000	2,040.77	23%	6,959.23	77%
5000470 VENDING MACHINE	1,000	102.63	10%	897.37	90%
5000471 COMMISSIONS	800	-	0%	800	100%
5000530 REFUNDS OF PRIOR YEARS EXPENDI	-	2,212.16		-2,212.16	
5000531 GIFTS AND DONATIONS	200	502.50	251%	-302.50	-151%
5000545 CREDIT CARD REBATES	70	74.96	107%	-4.96	-7%
5000562 TRANSFER FROM GENERAL FUND	1,398,987	1,398,987	100%	-	0%
5000808 OTHER STATE AID	79,628	90,300.00	113%	-10,672.00	-13%
5000952 ARRA DEBT REIMBURSEMENT	496	496.52	100%	-0.52	0%
<b>Total Revenue (operating):</b>	<b>2,331,166</b>	<b>2,527,613.10</b>	<b>108%</b>	<b>-196,447.10</b>	<b>-8%</b>

Projects & Grants					
5000165 DIGITAL LITERACY GRANT	4,000	4,000	100%	-	0%
5000590 CAPITAL FUNDS FOR FLOORING	237,888	237,888	100%	-	0%
5000808 STATE CONSTRUCTION AID - 2021	39,372	35,435	90%	3,937	10%
5000808 STATE CONSTRUCTION AID - 2022	378,023	340,221	90%	37,802	10%
Library Development Fund	12,058	12,058	100%	-	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	-	0%	2,000	100%
KLEE GRANT (Friends)	80,000	50,000	63%	30,000	38%
<b>Projects &amp; Grants Revenue</b>	<b>790,041</b>	<b>713,802</b>	<b>90%</b>	<b>76,239</b>	<b>10%</b>

Account	Budgeted	Collected	Remaining	
Revenue				
5000100 LIBRARY COPY FEES	8,000	446.35	6%	7,553.65
5000177 RENTALS & FEES	7,500	600	8%	6,900
5000189 OTHER LOCAL GOVERNMENTS	803,963	-	0%	803,963
5000312 RENTAL CHARGEBACKS	47,000	-	0%	47,000
5000426 MISCELLANEOUS	11,250	373.36	3%	10,876.64
5000431 MISCELLANEOUS	15,000	-	0%	15,000
5000451 INTEREST AND EARNINGS	500	-	0%	500.00
5000470 VENDING MACHINE	900	-	0%	900.00
5000471 COMMISSIONS	600	-	0%	600
5000531 GIFTS AND DONATIONS	1,000	-	0%	1,000.00
5000545 CREDIT CARD REBATES	100	-	0%	100.00
5000562 TRANSFER FROM GENERAL FUND	1,443,640	1,443,640	100%	-
5000808 OTHER STATE AID	98,690	-	0%	98,690.00
5000952 ARRA DEBT REIMBURSEMENT	431	-	0%	431.00
<b>Total Revenue (operating):</b>	<b>2,438,574</b>	<b>1,445,059.71</b>	<b>59%</b>	<b>993,514.29</b>

Projects & Grants				
5000808 STATE CONSTRUCTION AID - 2021	39,372	35,435	90%	3,937
5000808 STATE CONSTRUCTION AID - 2022	378,023	340,221	90%	37,802
KRESGE GRANT (Friends)	31,700	31,700	100%	-
COMMUNITY FOUNDATION (Friends	5,000	2,500	50%	2,500
COMMUNITY FOUNDATION #2 (Friends	2,000	-	0%	2,000
KLEE GRANT (Friends)	80,000	50,000	63%	30,000
<b>Projects &amp; Grants Revenue</b>	<b>536,095</b>	<b>459,856</b>	<b>86%</b>	<b>76,239</b>



94%

92%

100%

100%

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100%

100%

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**41%**



10%

10%

0%

50%

100%

38%

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**14%**

Account	Budget	Encumbered	Spent	Remaining
<b>Salary and Benefits</b>				
6001000 SALARIES FULL-TIME	827,243		41,043.36 5%	786,199.64 95%
6001001 SALARIES PART-TIME	144,290		8,521.06 6%	135,768.94 94%
6001002 SALARIES TEMPORARY	1,201		964.30 80%	236.70 20%
6001003 SALARIES OVERTIME	-		190.74	-190.74
<b>Total Salary</b>	<b>972,734</b>		<b>50,719.46 5%</b>	<b>922,014.54 95%</b>
6008001 STATE RETIREMENT	135,041		6,666.64 5%	128,374.36 95%
6008002 SOCIAL SECURITY	72,869		3,703.42 5%	69,165.58 95%
6008004 WORKERS COMPENSATION	5,808		- 0%	5,808.00 100%
6008006 LIFE INSURANCE	255		6.75 3%	248.25 97%
6008007 HEALTH INSURANCE	152,367		7,922.64 5%	144,444.36 95%
6008009 RETIREE HEALTH INSURANCE	352,348		- 0%	352,348.00 100%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500		- 0%	3,500.00 100%
6008014 NYS Voluntary Defined Contribution	6,505		394.04 6%	6,110.96 94%
<b>Total Benefits</b>	<b>728,693</b>		<b>18,693.49 3%</b>	<b>709,999.51 97%</b>
<b>Salary and Benefits</b>	<b>1,701,427</b>		<b>69,412.95 4%</b>	<b>1,632,014.05 96%</b>
<b>Contractual Expenditures</b>				
6004012 OFFICE SUPPLIES	2,400	793 33%	- 0%	1607.5 67%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	1,000 100%	- 0%	- 0%
6004022 FUEL AND HEATING SUPPLIES	26,000	- 0%	- 0%	26,000.00 100%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	7,000 163%	- 0%	-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	363 1%	- 0%	69,631 99%
6004056 COMPUTER EQUIPMENT(NON CAPITAL	5,000	- 0%	-	5,000
6004070 BOOKS ADULT SERVICES	66,500	48,907 74%	1,093.48 2%	16,500 25%
6004071 JUVENILE BOOKS	52,000	47,154 91%	845.62 2%	4,000 8%
6004073 SUBSCRIPTIONS	2,000	- 0%	- 0%	2,000 100%
6004074 AUDIOVISUAL MATERIALS	40,000	29,110 73%	890.29 2%	10,000 25%
6004075 ELECTRONIC ACCESS MATERIALS	32,980	- 0%	- 0%	32980.00 100%
6004100 POSTAGE AND FREIGHT	700	- 0%	17.79 3%	682.21 97%

6004105 DUES AND MEMBERSHIPS	2,050	-	0%	-	0%	2,050	100%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	3,442	167%	148	7%	-1,530	-74%
6004113 WATER AND SEWAGE CHARGES	3,200	-	0%	-	0%	3,200	100%
6004115 ELECTRIC CURRENT	65,000	-	0%	-	0%	65,000.00	100%
6004117 BUILDING AND GROUNDS EXPENSES	41,014	7,650	19%	-387.95	-1%	33,752.25	82%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,500	-	0%	-	0%	3,500	100%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	-	0%	-	0%	6,000	100%
6004138 OTHER OPERATIONAL EXPENSES	16,000	6,689	42%	44.29	0%	9,266.45	58%
6004147 OTHER PROGRAM EXPENSES	15,000	-	0%	-	0%	15,000	100%
6004160 MILEAGE AND PARKING-LOCAL	1,000	-	0%	-	0%	1000	100%
6004161 TRAVEL HOTEL AND MEALS	1,850	-	0%	-	0%	1,850	100%
6004162 EDUCATION AND TRAINING	2,000	-	0%	-	0%	2,000	100%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	-	0%	-	0%	175	100%
6004193 HARDWARE MAINTENANCE	8,500	-	0%	-	0%	8,500	100%
6004196 COPYING MACHINE RENTALS	4,800	-	0%	399.24	8%	4,400.76	92%
6004504 OTHER FINANCIAL SERVICES	20	-	0%	-	0%	20	100%
6004573 OTHER FEES FOR SERVICES	6,400	-	0%	-	0%	6,400	100%
<b>Total</b>	<b>487,328</b>	<b>152,107.38</b>	<b>31%</b>	<b>3,050.76</b>	<b>1%</b>	<b>332,169.86</b>	<b>68%</b>

#### Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	21,274			-	0%	21,274	100%
6004604 DPW SECURITY CHARGEBACKS	103,178			-	0%	103,178	100%
6004606 TELEPHONE BILLING ACCOUNT	5,733			-	0%	5,733	100%
6004609 DATA PROCESSING CHARGEBACKS	54,609			-	0%	54,609	100%
6004618 OFFICE SUPPLIES CHARGEBACK	7			-	0%	7	100%
6004619 BUILDING SERVICE CHARGEBACK	5,000			-	0%	5,000	100%
<b>Total Chargebacks</b>	<b>189,801</b>			<b>0.00</b>	<b>0%</b>	<b>189,801</b>	<b>100%</b>

#### Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,582			-		6,582	100%
6006001 BANS Principal	47,578			-		47,578	100%
6007000 INTEREST ON SERIAL BONDS	1,028			-		1,028	100%
6007001 BANS Interest	4,830			-		4,830	100%

<b>Grand Total (operating):</b>	<b>2,438,574</b>	<b>152,107.38</b>	<b>6%</b>	<b>72,463.71</b>	<b>3%</b>	<b>2,214,002.91</b>	<b>91%</b>
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Projects & Grants

6004117 STATE CONSTRUCTION AID - 2021	39,372	-	0%	39,372	100%	-	0%
6004117 STATE CONSTRUCTION AID - 2022	378,023	-	0%	-	0%	378,023	100%
KRESGE GRANT (Friends)	31,700	-	0%	17,629.55	56%	14,072	44%
COMMUNITY FOUNDATION (Friends)	5,000	-	0%	-	0%	5,000	100%
COMMUNITY FOUNDATION #2 (Friends)	2,000	-	0%	-	0%	2,000	100%
KLEE GRANT (Friends)	80,000	-	0%	30,650.43	38%	49,349.57	62%
<b>Total Projects &amp; Grants</b>	<b>536,095.00</b>	<b>0.00</b>	<b>0%</b>	<b>87,651.98</b>	<b>16%</b>	<b>448,445.02</b>	<b>84%</b>

### Frequently Referenced People and Terms

- Here's the link to the [Frequently Referenced People and Terms doc.](#)

### Finances/Budget

- The final 2023 financials are attached. I'm very pleased with both our revenue and our spending. Here are some highlights:
  - Revenue
    - I'm happy to report that we received the outstanding 2021 payment from the City, which is a big weight off of my shoulders. It was credited to 2022, so you will see that we are significantly over budget on revenue.
    - Even without the payment from the City, we would be over on revenue. We received more State Aid than budgeted for and also received our first \$30k rent payment from the Assigned Counsel Program. These more than offset revenue losses from eliminating overdue fees and no longer charging for our meeting rooms.
    - This will mean a substantial increase in our fund balance, which I will include with the February financials.
  - Expenses
    - We were able to use 99% of our salary budget through judicious use of overtime and temp hours. This is significantly higher than in previous years when this is where we've seen some of the largest amounts left on the table.
    - We had less than \$100 left in our JUV Book budget (6004071) out of a budget of \$48,000 and less than \$500 left in our Adult Book budget (6004070) out of a budget of \$64,000. It is notoriously difficult to manage book budgets because release dates are often several months out, so I'm very proud of how successful our purchasers were this year!
    - We were able to spend \$12,000 more than our original Contractual Expenses budget due to strategic budget transfers.
    - Overall, we spent 96% of our total budget.
- January 2023 financials are also attached.
- Governor Hochul's budget proposal includes significant cuts in both library funding and construction aid. This is a big disappointment since we were hoping that her administration would be more supportive of libraries than Governor Cuomo's was. Our next step is to lobby the NYS Assembly and Senate to restore the funding. Through 4CLS, we have zoom meetings schedule with both Donna Lupardo and Lea Webb, and Sherry and I will be traveling to Albany for Library Advocacy Day on February 28<sup>th</sup>.
- Believe it or not, it's already time to start roughing out our 2024 budget priorities. Along with JoAnne, Kate, and Sherry, I will be meeting with Colleen Wagner and Jerry Knebel next week to begin the conversation. We are particularly interested in a Facilities Manager position and a Library Assistant for Youth Services.

## **Policies**

- The 2023 Holiday Closing Dates approved at the January meeting had the wrong date for the October Staff Development Day (Columbus/Indigenous Peoples' Day). The revised version is attached for your review and approval.

## **Contracts/purchases**

- We ordered the spare carpet tile stock approved at the January meeting but need two additional cases of a different color. I will present the exact dollar amount at the meeting.

## **Grants and Projects**

- The Period Pantry is set up in the rotunda next to the Public Lounge. DPW provided us with a beautiful custom-built shelf. This is largely being managed by the Public Defender's office, but some funding may end up running through the Friends of the Library since they don't have a 501(c)(3).

## **Building/Facilities**

- Our front doors are a serious issue. As it stands, we are no longer ADA compliant, and are an embarrassment to the Library and the County. The replacement won't be able to start until the weather turns in the Spring, but I am anxious that we won't have all the approvals lined up to start then. JoAnne and I asked the County Executive's office for help getting things moving, and they responded favorably, but I still haven't heard anything from Engineering.
- Our 2021-2022 Construction Aid project (bathroom renovations and door from Youth Services to the garden) is still proceeding at a government pace. We have a stamped drawing off the ramp/door and the next step is code approval. The whole project (revenue and expenses) still needs legislative approval. This is an example of where it would be very helpful to have a Facilities Manager but having Sherry in the Assistant Director position is going to help.

## **Security/Safety**

- Now that Broome Security's academy is over, we are back to full Security staffing, which has been a huge relief. I am very appreciative of their presence here, having experienced several months without full staffing. The next step is to meet with Brian Norris (Head of BC Security) to discuss some of our priorities going forward, including providing an additional orientation/training for new officers stationed here, and prioritizing some consistency in which officers are assigned here when possible.
- Earlier this month, we did a walkthrough of the building with John Nezelek from BC Risk and Insurance and a representative from Travelers Insurance, who holds the County's policy. The feedback was largely positive, and the insurance rep only mentioned two possible changes (as suggestions rather than requirements): install a fire door on the Local History vault and install a fireproof cabinet for storing paint and cleaning chemicals.
- As I notified you by email, I made the decision to ban two more patrons this month. The system that I am establishing is a one-year ban where there is a threat of violence and proportionally shorter bans for repeated and flagrant Code of Conduct violations. Staff have been appreciative that their safety is being treated as a priority.
- We had a second meeting of our new Staff Safety Advisory Group. This group was initiated by frontline staff to address the problems/situations that they are dealing with in their interactions with patrons and to ask for more support from Admin.

- One of their requests for me is to provide a clearer definition of harassment (of staff by patrons under our Code of Conduct, not workplace harassment which is already clearly defined because it's a legal issue). I've drafted the following and am gathering feedback from the group. I'm not (currently) asking you to approve this as formal policy, but I am interested in your feedback as well.

“Harassment is a violation of a staff member's boundaries that makes them feel unsafe, demeaned, or inappropriately sexualized. Since we serve a diverse community of patrons with different understandings of appropriate behavior, actions that a patron thinks are appropriate may still make a staff member uncomfortable. When this occurs, it is the responsibility of the Library to explain the issue to the patron and set a clear boundary. In some instances, the staff member who is experiencing the violation may be comfortable setting the boundary themselves, but in many cases a supervisor or administrator will need to intervene and has a responsibility to immediately do so when informed of the situation. Once a boundary is clearly set, any further repetition of the behavior will be treated as harassment under the Library's Code of Conduct. Behavior that is illegal or that presents an immediate threat to the safety of a staff member will be treated as harassment under the Code of Conduct whether or not a boundary has been set with the patron.”

- Another request has been to provide a training with a female facilitator on responding to harassment and setting appropriate boundaries. We have tentatively scheduled Lauren Comito to provide this training at our June Staff Development Day. Lauren is a Library Manager at the Brooklyn Public Library and the Executive Director of [Urban Librarians Unite](#) (ULU). Along with Laura and Kelsey, I attended her presentation at the NYLA conference on the work ULU is doing to recognize and address trauma in urban library workers, and we are all very impressed with her as a speaker and leader.

## **Personnel**

- I'm thrilled to announce that we've hired Judd Karlman as Head of Information Services (Librarian III)! We're excited about Judd's extensive supervisory experience in an urban public library setting, his leadership skills, and his strong commitment to serving diverse communities. He starts on February 21<sup>st</sup>. Even more exciting (for me) is that this will allow Sherry to move fully into the Assistant Director position.
- I'm working on initiating an open dialogue with Library staff regarding the neurodiversity in our field and the need to create a work culture that supports a variety of neurotypes with their associated strengths and weaknesses. As part of this process, I'm talking openly and publicly about my own autism and ADHD, and this is something that I'd like to be able to be open about with the board as well. It's a source of pride for me rather than shame, and I see this as an opportunity to lead by example and potentially to be a role model for other folks with similar diagnoses. Please let me know if you are unfamiliar with the terminology/jargon that I'm using, and I'm happy to offer some definitions and context.

## **Planning/Survey**

- We had a soft launch of the survey at the end of November, but are now actively promoting it, both online and in person. In addition to distribution by Library staff at all service points and programs, Dale

Ketcham will be tabling in the Library colonnade at strategic times, starting this weekend. With the last survey, we had a lot of luck with boosted Facebook posts, so we are repeating this strategy. We would be grateful for any help that you all can give getting the word out. The goal is to get more responses than last time, which should be achievable given that it was during peak COVID.

### **Website**

The new website is working well overall and is a HUGE improvement over the old site. The calendar and the online room reservation form have had a particularly big impact.

- There is still quite a bit of work to be done

### **Friends**

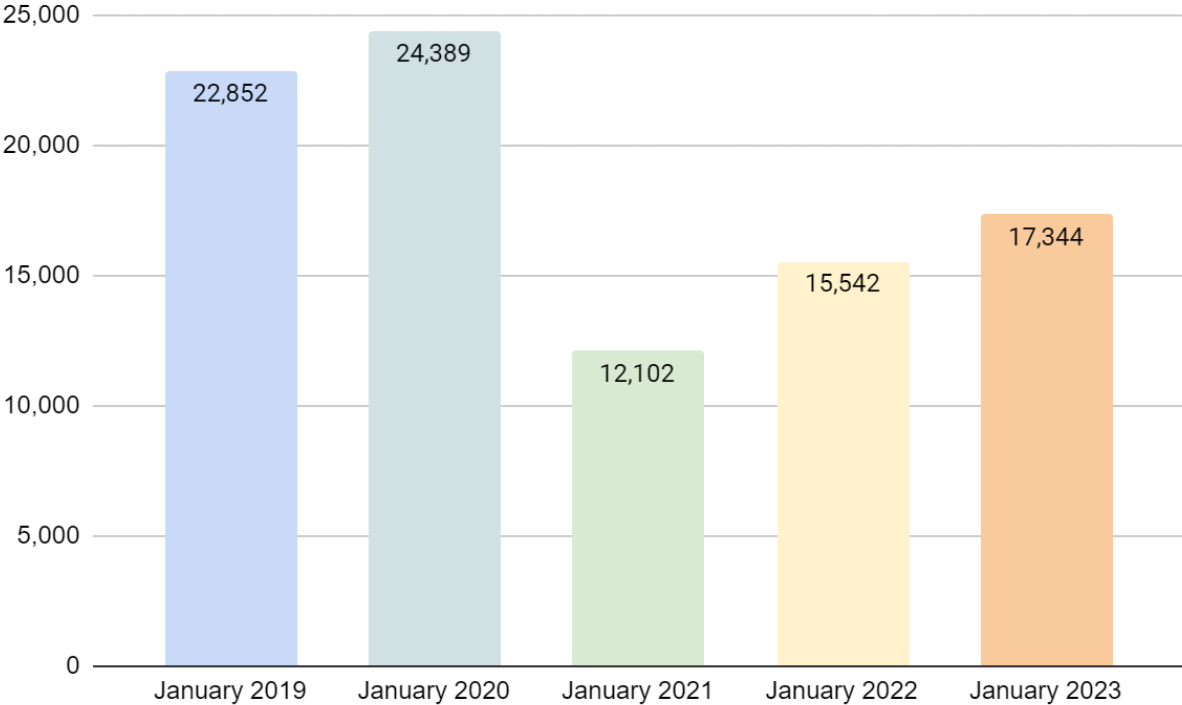
- The Friends are navigating a significant transition with Kathy Groover leaving the Treasurer position after several years of dedicated service (while staying on their board) and Judy Spencer taking on the position. They are also moving their accounts to QuickBooks and instituting an annual compilation review, processes that were initiated by Kathy. These changes should be fully implemented by the end of February and will significantly improve the Friends' capacity to continue to manage large grants. Jackie Nabinger has been assisting with the transition in her new temporary position. JoAnne can provide more detail if you are interested.

# Data Analytics Monthly Report (February 2023)

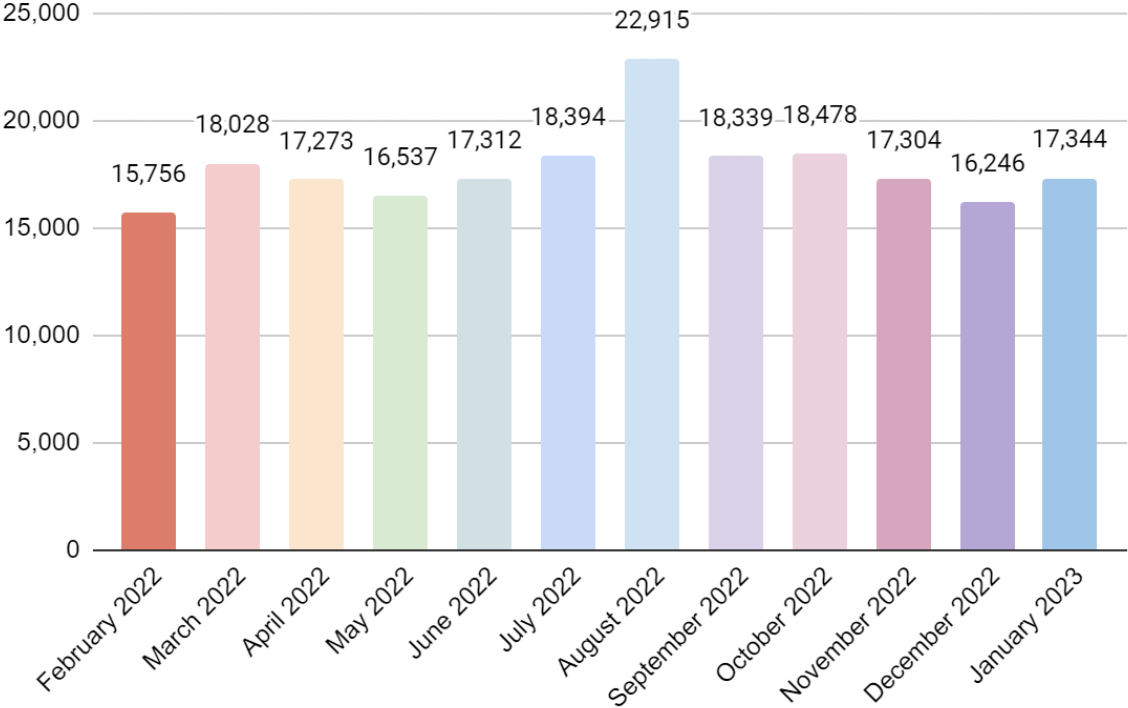
Submitted by Laura Haynes

## Total Monthly Circulation for January 2019-2023:

This graph shows circulation steadily rising over the course of the past two years:

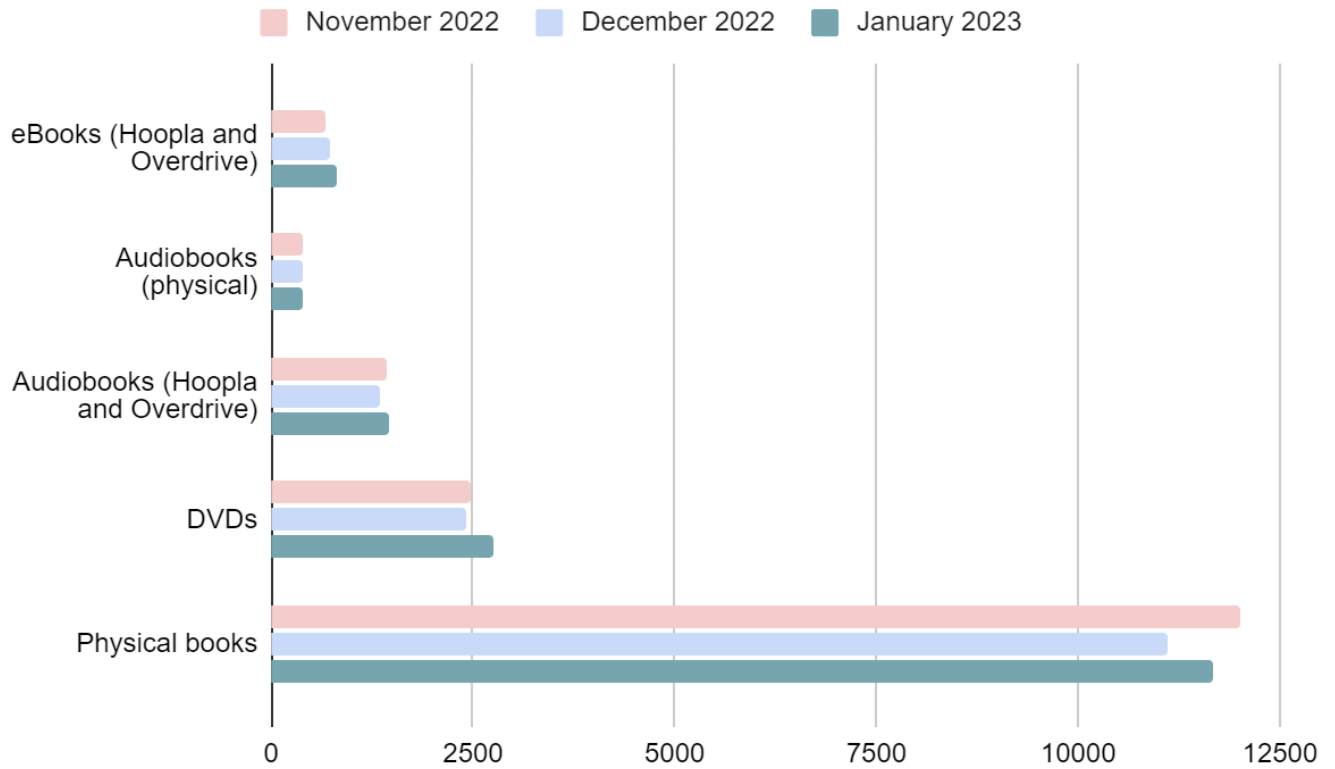


This graph shows circulation statistics for the past 12 months:



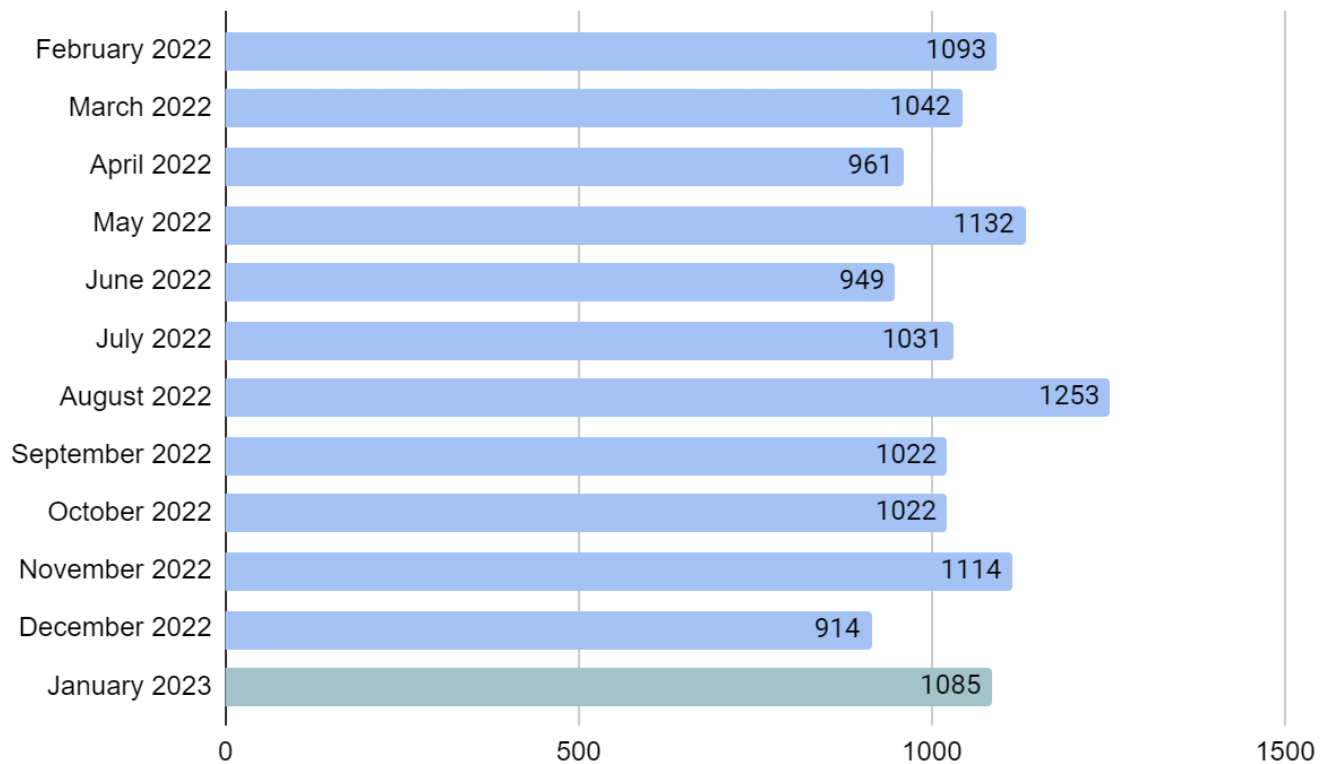
### Circulation by media:

This graph shows a breakdown of circulation stats by media over the past three months.



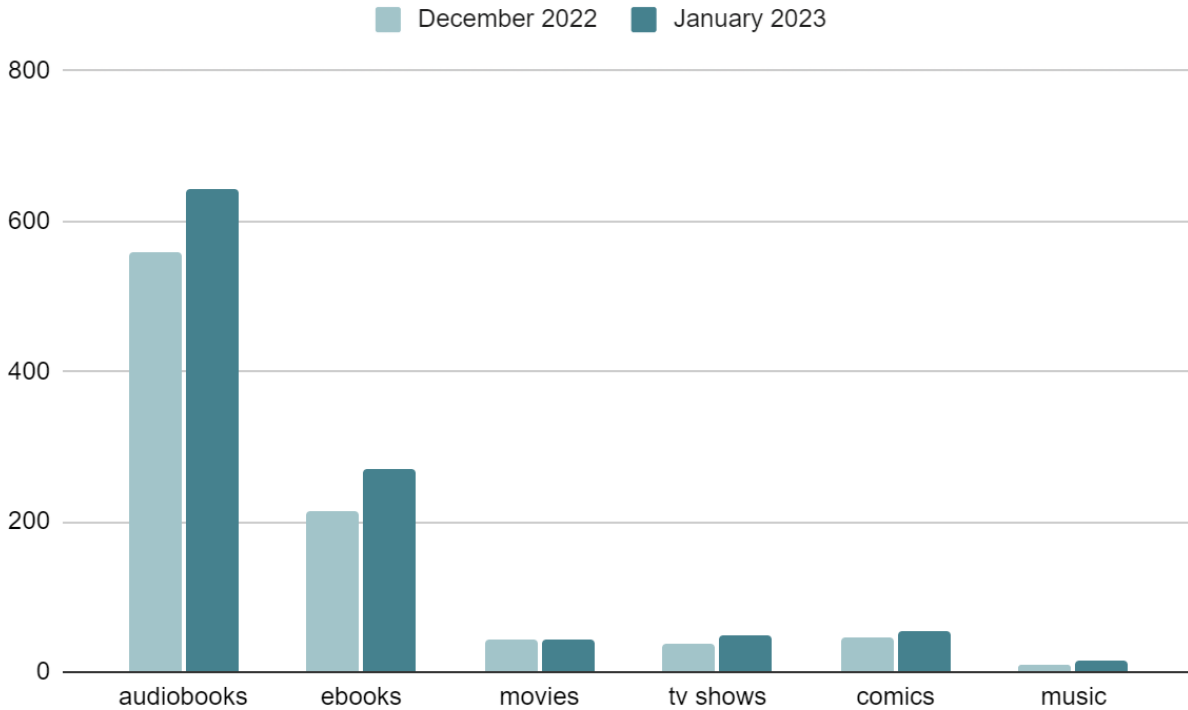
### Hoopla Circulation:

Hoopla circulation has risen back to more encouraging numbers.



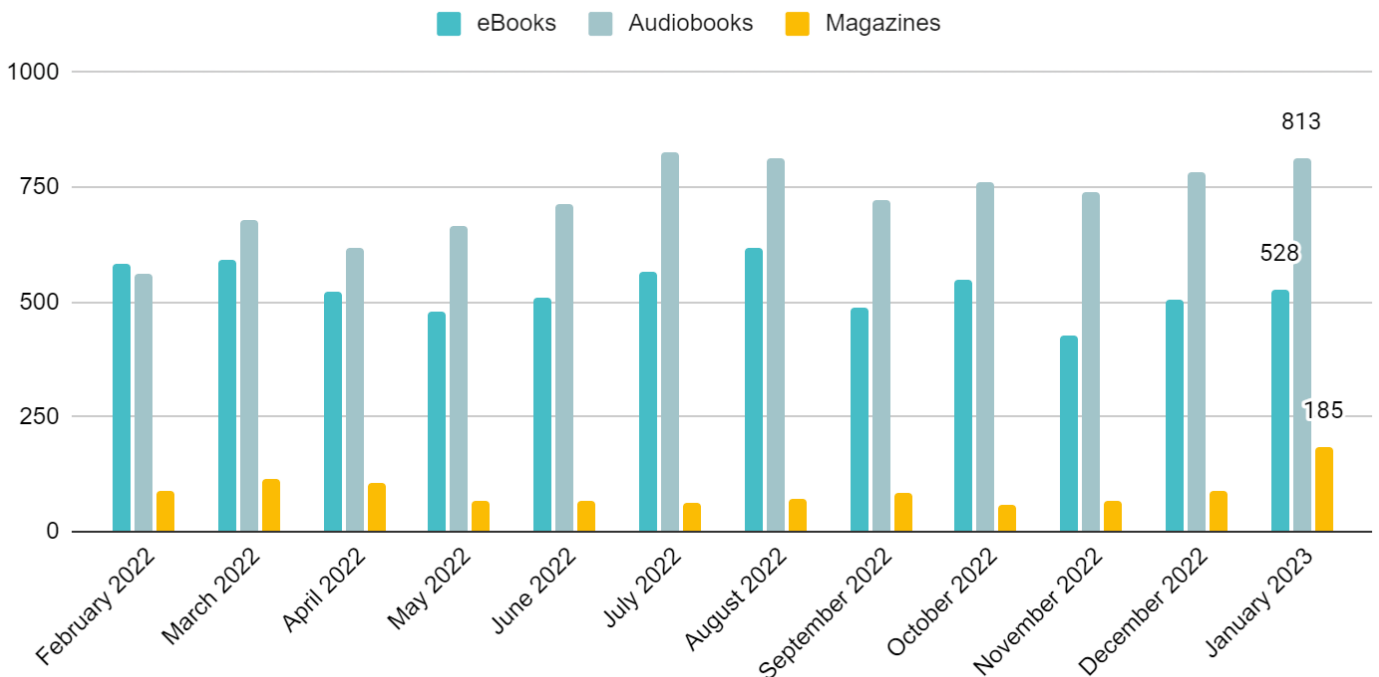
### Hoopla Circulation by category:

This graph shows the increase in Hoopla circulation from December to January.



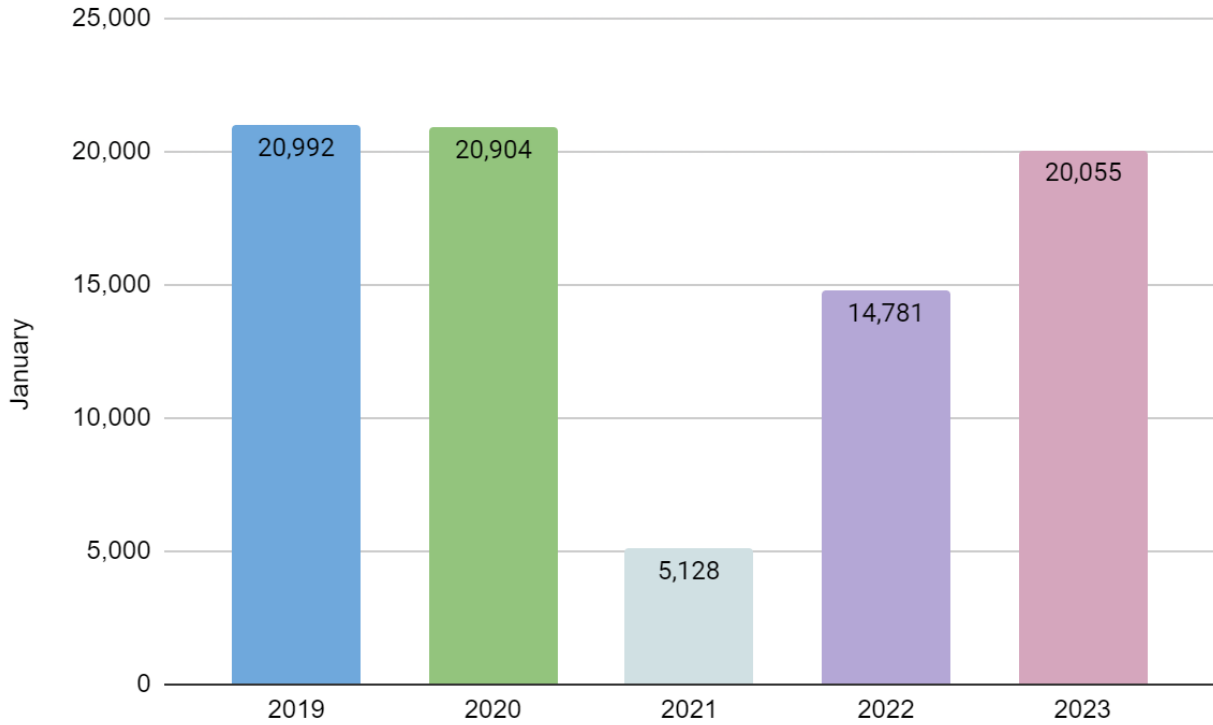
### Overdrive Circulation for eBooks, Audiobooks, and Magazines over the last year:

Numbers increased again in January. For audiobooks, this is the second highest data point over the past year, only a difference of 13.



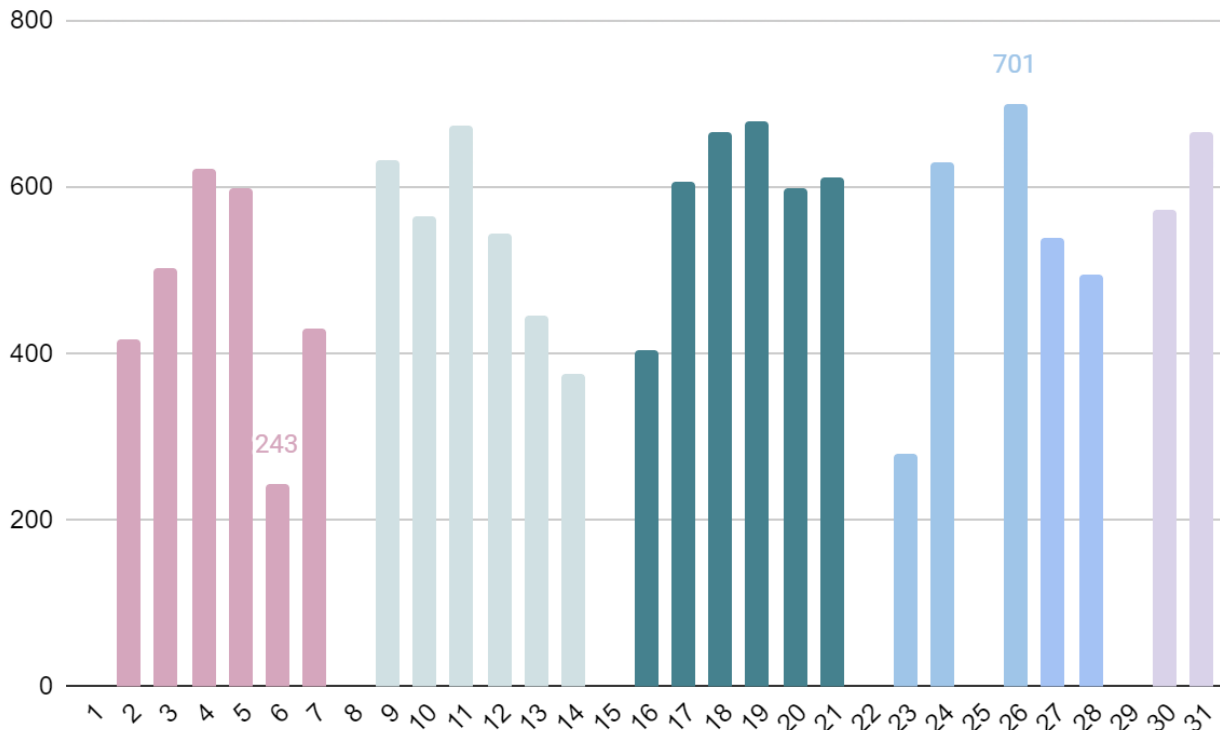
### Total Door Count for January 2019-2023:

This graph shows the door count for the month of January from 2019 to 2023. Door count has increased, nearly meeting 2019 and 2020's numbers.



### Daily Door Count Totals (by date):

The high for January was 701. The lowest was 243 on January 6 when we closed early for the staff party. The other low day was due to the late opening.



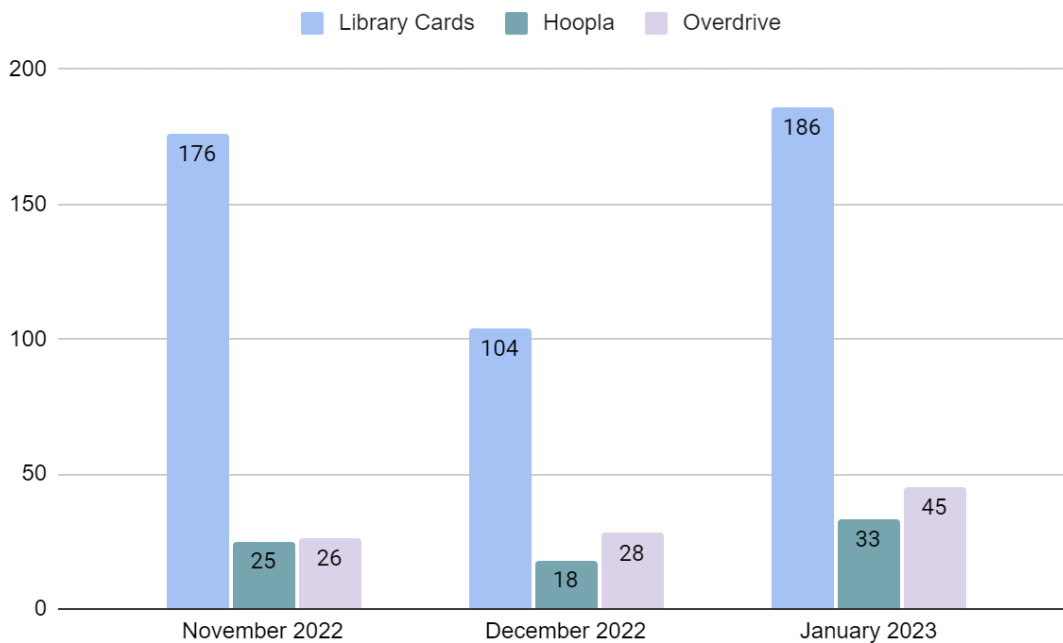
### Holds:

This graph shows demand for BCPL items. It features the top six libraries by number of holds placed on BCPL items for the month of January. The number of holds generally increased in January. Holds specific to BCPL increased from 646 to 806 in January. Holds placed by VPL increased from 97 to 143. Holds placed by YHPL increased from 65 to 97.

BCPL	806
Vestal Public Library	143
Your Home Public Library	97
George F. Johnson Memorial Library	25
Deposit Free Library	20
Fenton Free Library	18

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

Registration has increased across the board in January.

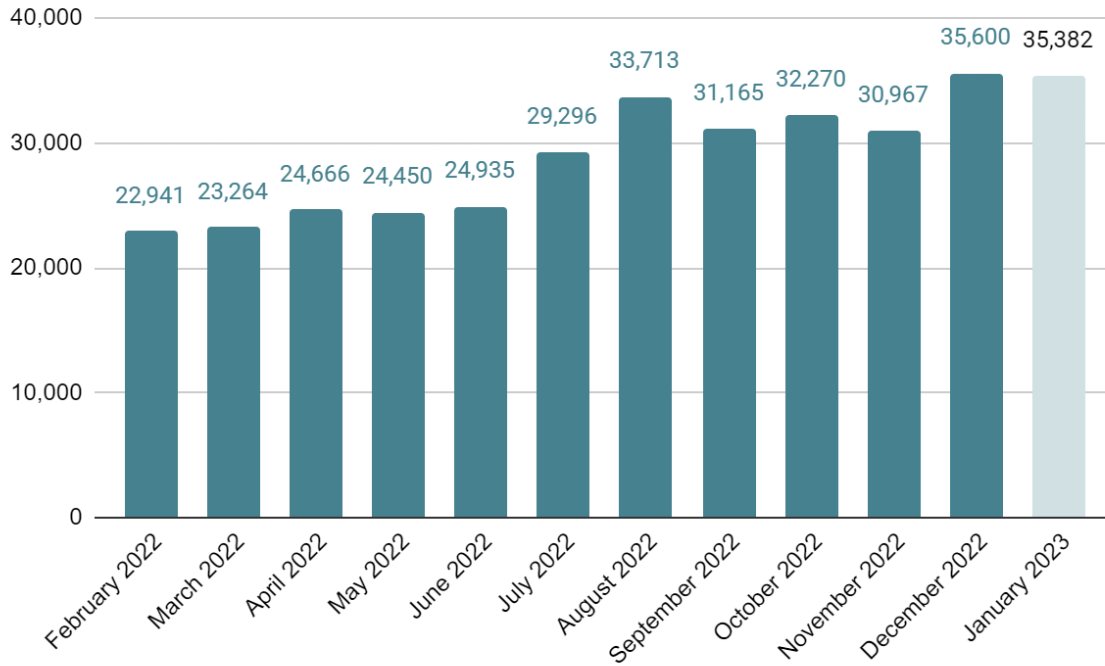


### Website Analytics:

This section of the board report is usually devoted to website analytics, including pageviews and unique pageviews, returning versus new visitors, and number of website sessions. We are still in the process of setting up analytics for the new website and will have graphs for these in the future.

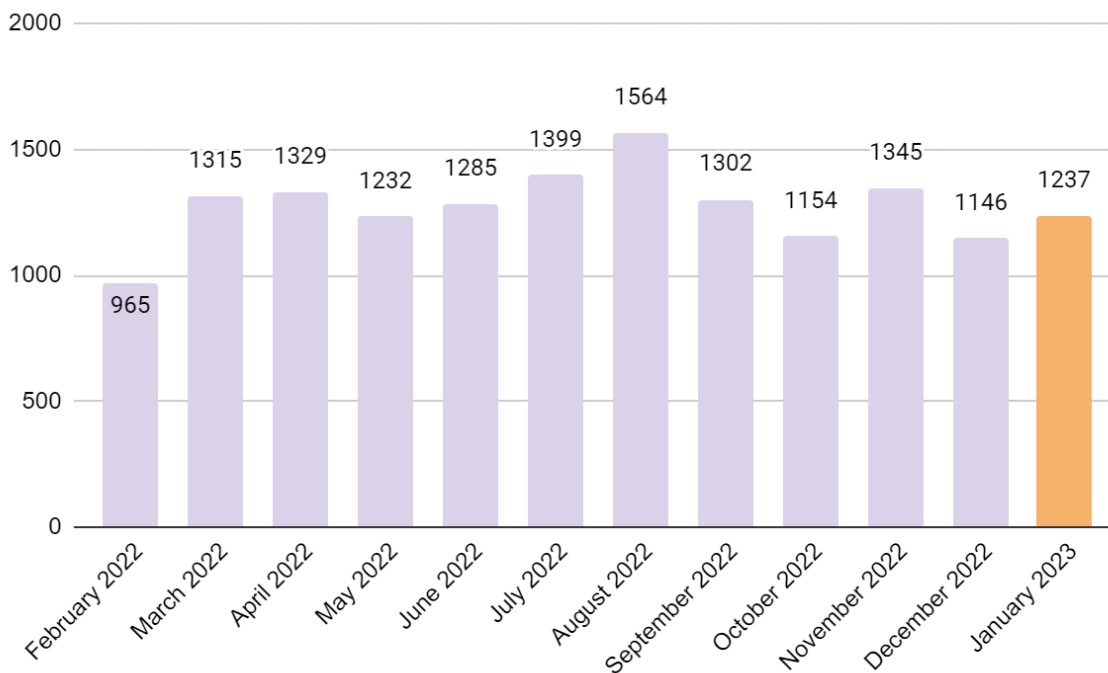
### Number of Wireless Sessions:

Wireless usage remains consistent for January.



### Public Computer Sessions over the past 12 months:

There was an error in the last report that showed December's numbers being lower than they actually were. Public computer sessions have risen as of January.



# January 2023 Youth Services Board Report

## Notable things to report in Youth Services:

- Kathleen continues to regularly provide coverage for the Youth Services Department. Youth Services staff greatly appreciate this assistance.
- Sienna Dransfield, one of the part-time clerks in Youth Services, will work her last day on February 28.
- Kelsey participated in the hiring committee for the open Librarian III position.
- Michelle has joined the safety committee.
- The educational Hatch touch table that was purchased through the Kresge grant was installed on January 10. It is already very popular and library staff have received positive feedback from patrons.
- The fifth Ukrainian-English bilingual story time was offered on January 21 and was attended by 15 people. The program continues to be a success and will run monthly through May. The program will go on hiatus for the summer months.
- Attendance for in person programs in January:
  - Borrow a Grandparent-Average attendance of 3
  - Lapsit Story Time-Average attendance of 18
  - Preschool Story Time-Average attendance of 9
  - Family Story Time-Average attendance of 10
  - January 7 & 10-Crafty Kids-Average attendance of 13
  - January 7 & 21-Therapy Dogs-Average attendance of 44
  - January 14 & 28-LEGO Club-Average attendance of 49
  - January 19-Teen Craft & Chat-Fleece Pillows-6
  - January 21-Bilingual Ukrainian Story Time-15
  - January 27-Art Class for Homeschoolers-35
  - January 27-STEAM event-23
- Kelsey attended the local school librarian meeting on January 12.
- Kelsey met with Gill and Michaela on January 27 to discuss collaborating on monthly programs for teens and adults.
- Signups for the winter reading program for children and teens began on January 31. The reading program will run for the month of February, and weekly craft programs for children and teens are being offered. 23 children have registered so far.

## Upcoming in Youth Services:

- Future Youth Services programs include:
  - Biweekly Lapsit Story Time
  - Weekly Family Story Time
  - Weekly Preschool Story Time
  - Mondays, Tuesdays, Wednesdays, and Saturdays-Borrow a Grandparent
  - February 1, 8, 15, & 22-Crafty Kids
  - February 2, 9, 16, & 23-Teen Craft & Chat
  - February 4 & 18-Therapy Dogs
  - February 11 & 25-LEGO Club
  - February 17-Kids Create STEAM event-Birdfeeders
  - February 18-Bilingual Ukrainian Story Time
  - February 24-Art Class for Homeschoolers
  - February 27-STEAM event
  - March 4-Family Game Day and Teen Game Day

- April 22-Dungeons & Dragons for Teens (tentative)
- Kelsey will visit the Chenango Forks High School on February 27 for a library card registration drive and a presentation about the library's programs and services.
- Kelsey will attend a Head Start Policy Council meeting on March 1 to talk about the library.
- Kelsey will provide a presentation about the library to a Binghamton University graduate education class on March 8. The class will be meeting at the library.
- Youth Services staff will table at future Roberson Museum events.
- Michelle will offer a Science Fair for homeschoolers in May.
- Grab-N-Go bags and extra programs will be offered during the week of April 10 for the school recess.

Respectfully submitted by  
Kelsey Matoushek  
Librarian II

## **Circulation**

### **Submitted by Kathleen Shores**

Full-time Clerk, Nursel Bagsever, is taking an extended leave of absence starting 1/13/2023.

Part-time Clerks, Ethan Mellen and Nicole Paolillo, agreed to be cross trained in Youth Services to provide additional desk coverage and assistance while Nursel is gone.

Nursel Bagsever provided 28 hours of desk coverage/additional help to Youth Services before going on leave. Full-time Circulation clerk, Emma Wagaman, provided 11 hours of desk coverage/additional help to Youth Services.

Part-time Circulation clerk, Ethan Mellen provided 3 hours of assistance to Youth Services and Nicole Paolillo provided 6.5 hours.

Part-time Circulation clerk, Christian Wert provided 28.5 hours of coverage to Local History and Head of Circulation, Kathleen Shores, provided 3 hours.

The library issued guest passes to visitors from Alabama, Florida, Indiana, Iowa, Montana, North Carolina, Rhode Island, and South Carolina.

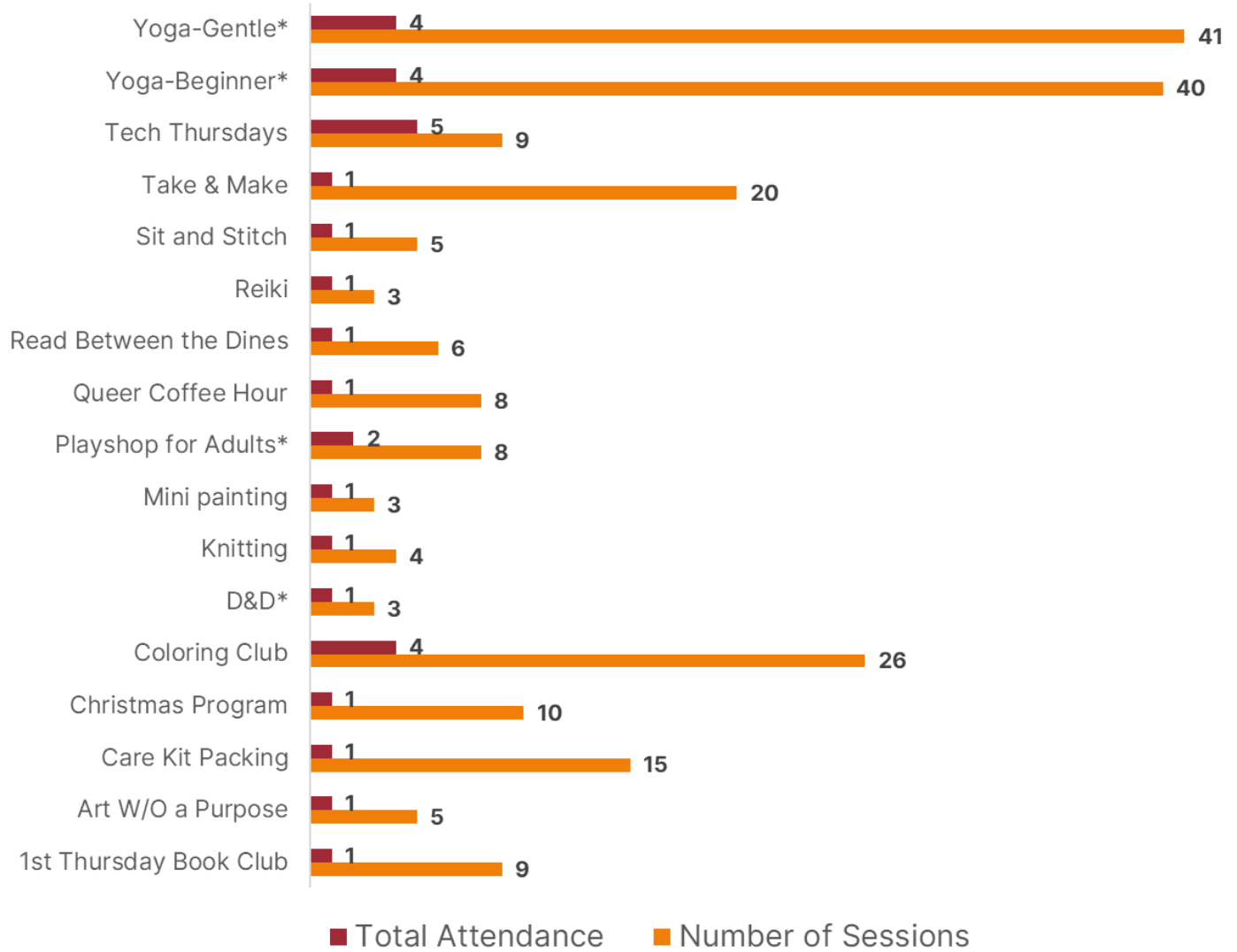
## **Custodians**

Gavyn Humphrey was interviewed for the open part-time custodial worker position on January 3<sup>rd</sup>. Gavyn was offered the position and accepted. His first day of work is January 23<sup>rd</sup> 2023.

## Information Services Report Submitted by Sherry Kowalski

### January Programs/Events :

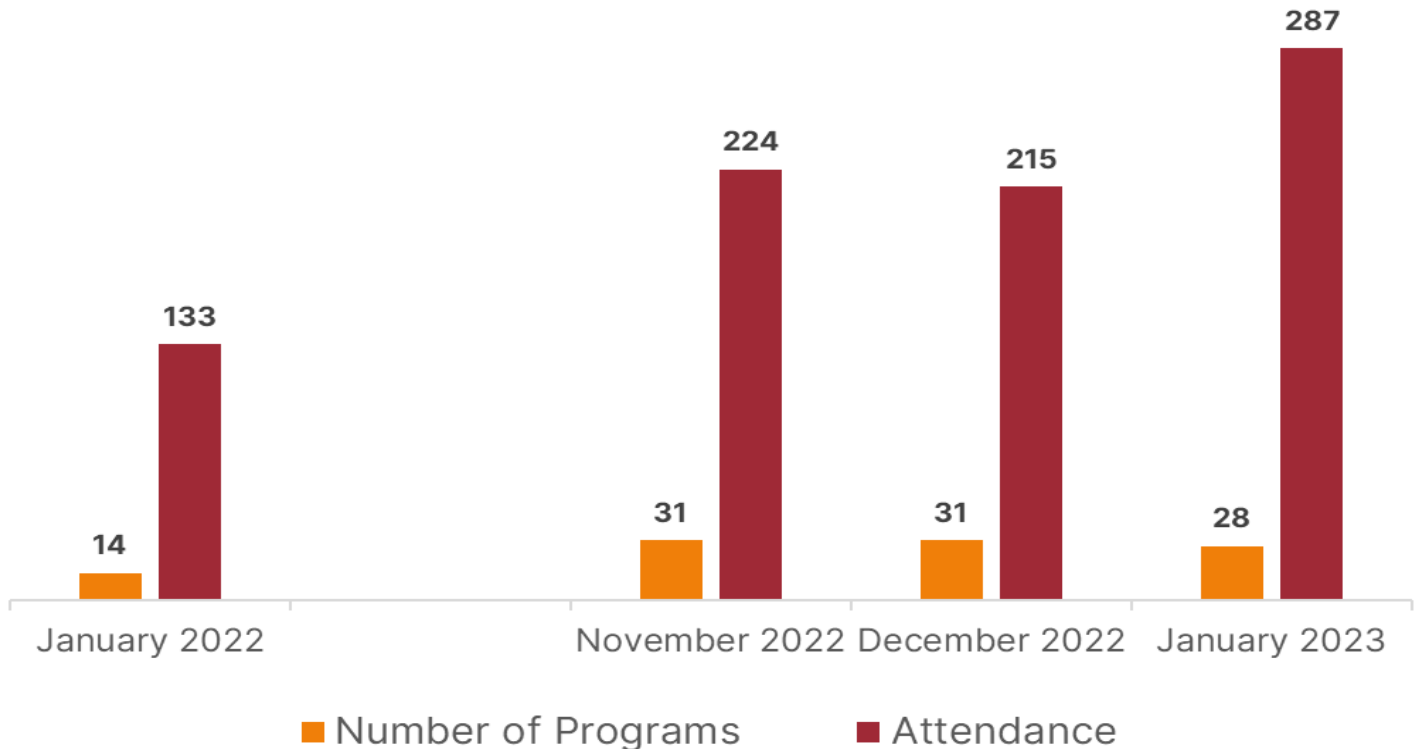
Programs/Events Held in January



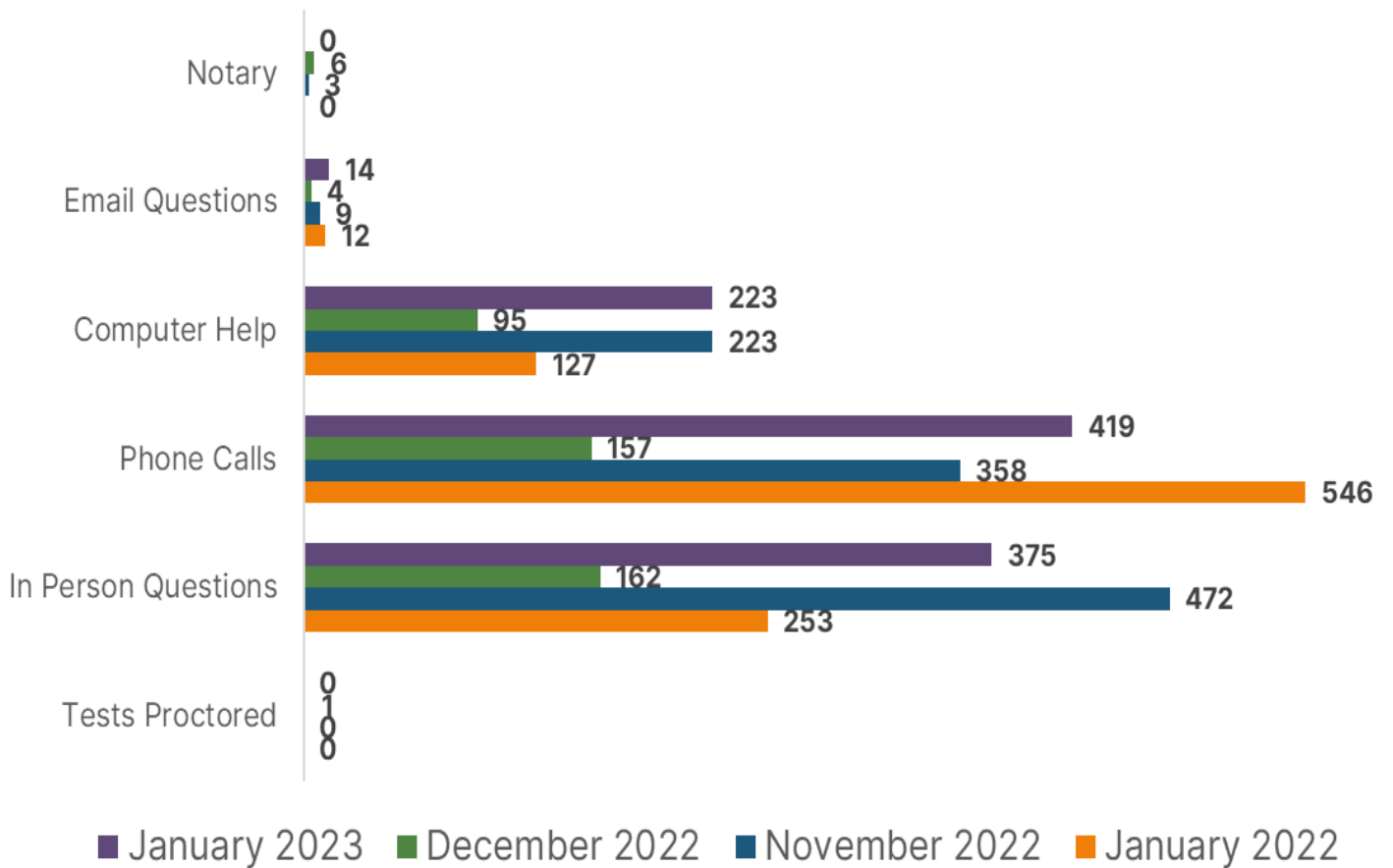
\* Funded by The Friends of Broome County Public Library

**Information Services Report Continued:**

Program Statistics for the Last Three Months and January 2022

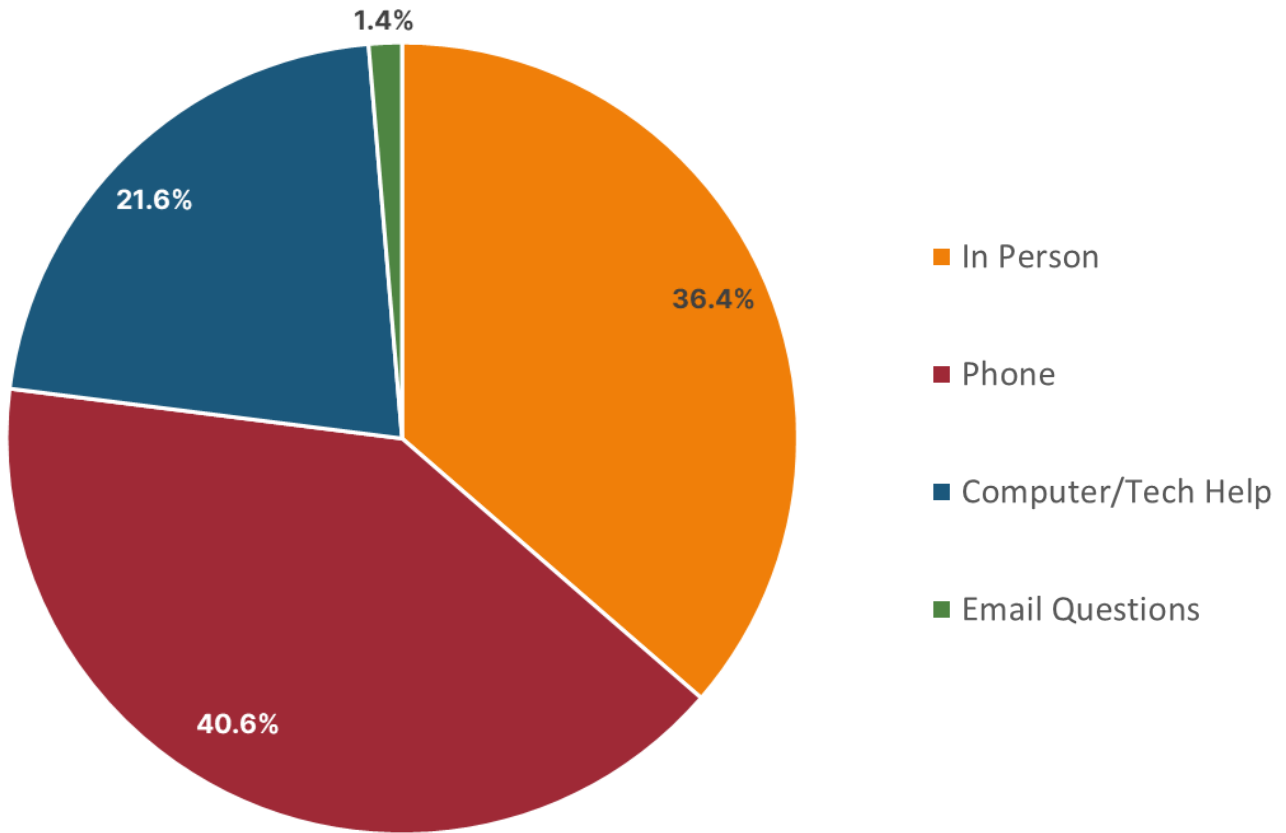


Reference/Information Services Activity for the Last Three Months and January 2022



**Information Services Report Continued:**

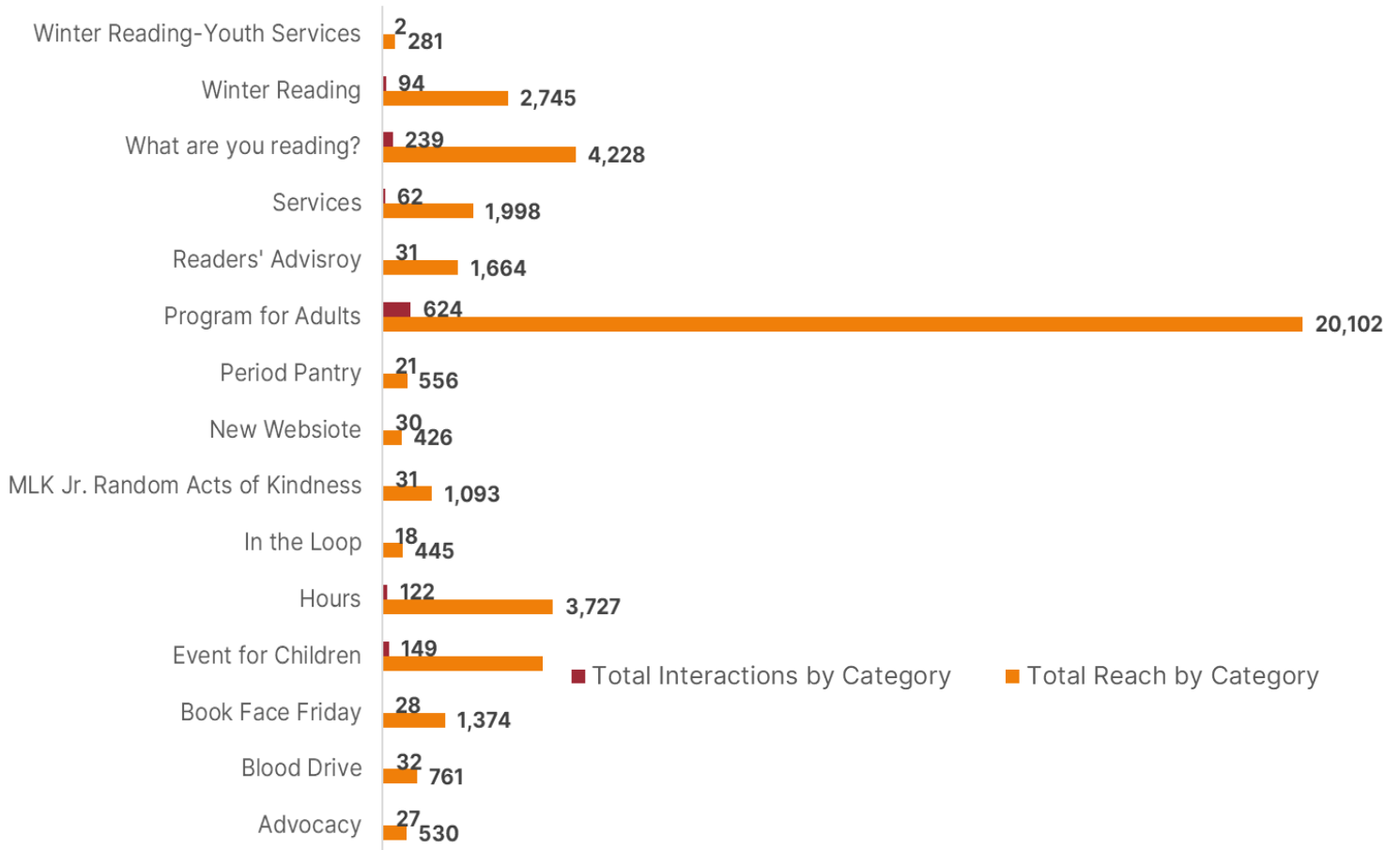
Percentage of Questions by Type



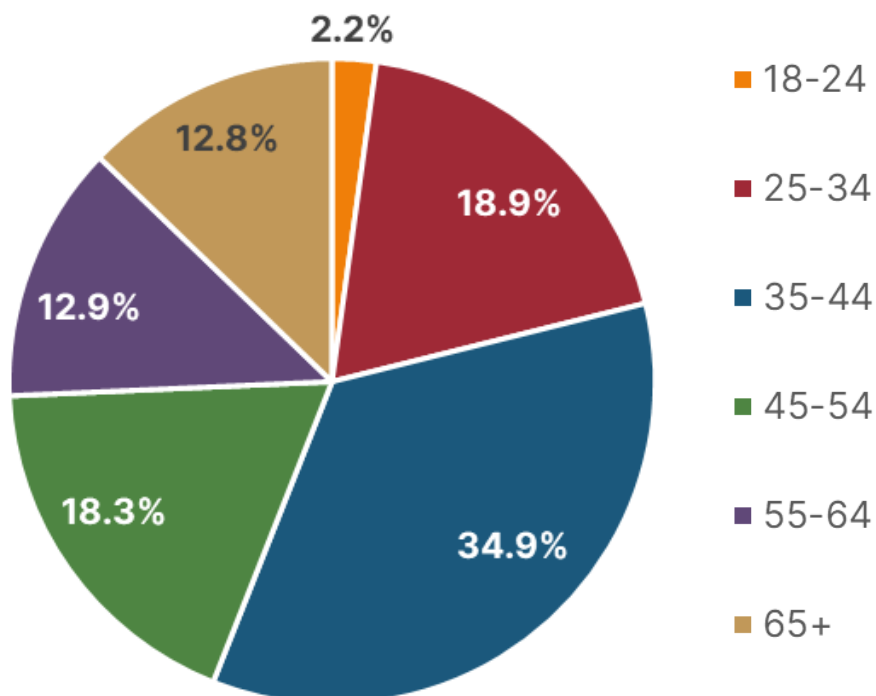


## Facebook Analytics Continued:

### January Total Post Reach and Total Interactions by Category

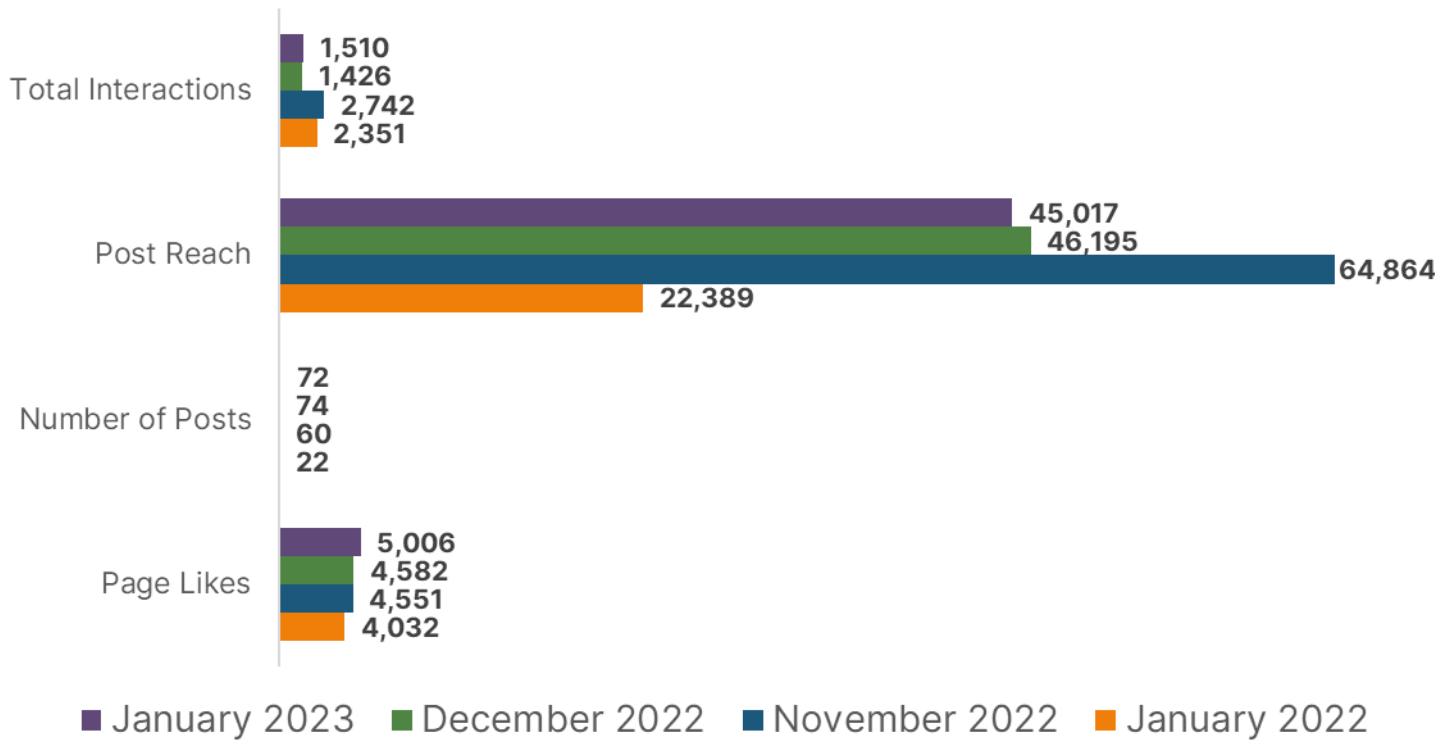


### Facebook Page Likes by Age as of February 4, 2023



## Facebook Analytics Continued:

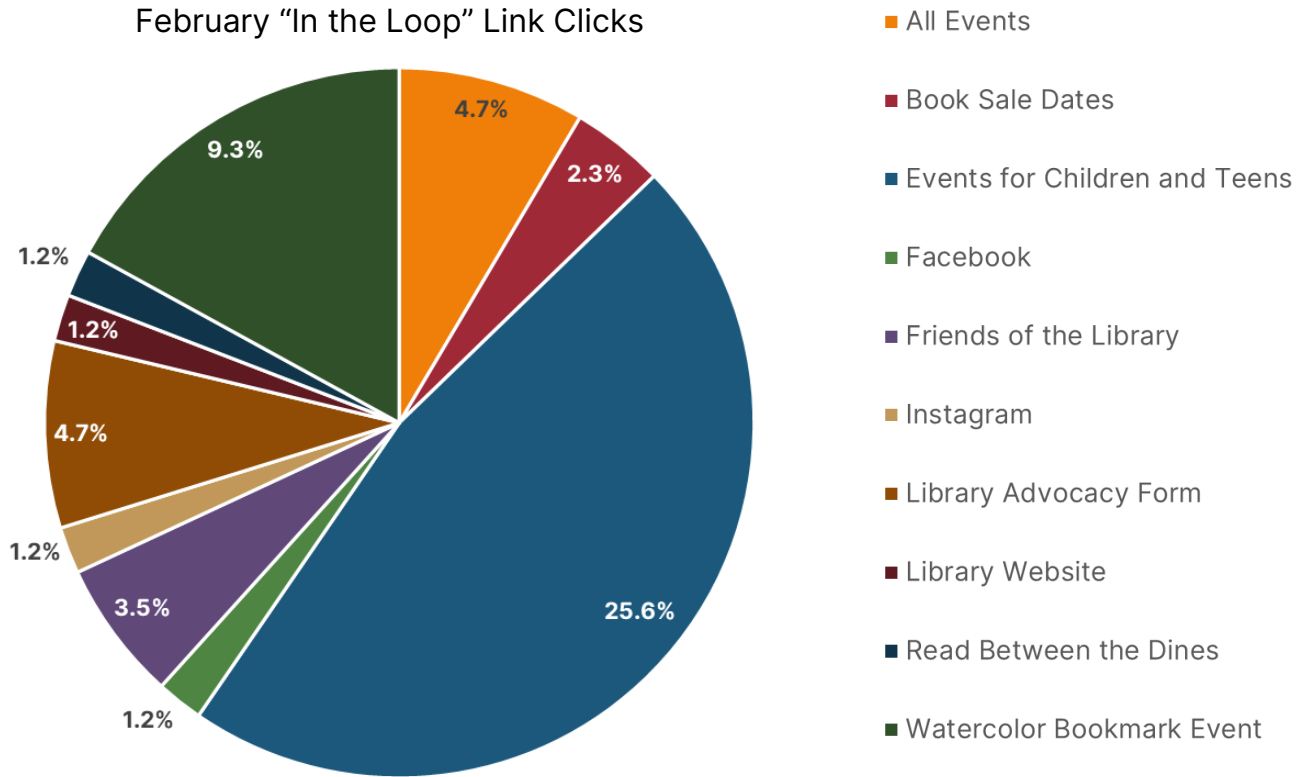
### Facebook Analysis for the Last Three Months and January 2022



## Mailchimp Analytics February Issue of "In the Loop"

The February issue of "In the Loop" was sent out on January 26, 2023. The newsletter was sent to 1901 people, an increase of 32. The open rate for the December issue was 31.5%. An additional 290 people opened the newsletter from the link that was posted to our social media pages.

February "In the Loop" Link Clicks



"In the Loop" Data Analysis for the Last Three Months and January 2022

