

## Director's Report

Josias Bartram

February 8, 2024

### Major tasks before my trip

After this meeting, my focus will switch to completing major tasks that need to be done before my sailing trip:

- The 2023 Annual Report (for the State) needs to be submitted by 2/16. For those of you who haven't been through this process with me before, this is one of the biggest and most unpleasant tasks of my annual cycle. This then feeds into the 2023 Annual Report for the Community. Once again, Laura will be doing the design and layout for this report. Both will need to be approved at the April (or possibly May) meeting.
- It's already time to meet with the Deputy County Executives and Budget Director to talk about our priorities for our 2025 budget, particularly new positions. I have been kicking around some ideas with Sherry and our staff and will be scheduling the meeting soon.
- I have some grant proposals to finish. See below.
- Most importantly, I need to make sure that Sherry and Judd have what they need to run the Library in my (and Jackie's) absence. This includes training, authority/permissions, and access. I sincerely hope that the staffing crisis we've been having due to illness (see below) will have abated before I leave. If not, they may need extra support from the Board.

### Building/construction updates

- The front doors are finally completely fixed.
- DPW will be here in the next few weeks to carve us a break room out of the Literacy Volunteers office and a Local History office out of the Assigned Counsel space.
- Nick has already been a huge asset with keeping our building and facilities running more smoothly. This is very clear to me but has also been mentioned to me by multiple staff members and the Friends.

### Grants/funding

- Jim Leonard from the Decker Foundation (and a member of the original BCPL Foundation Board) is spending some of his discretionary funds as a board member to purchase us a combination computer carol and play space. This has been on our wish list for a couple of years. Decker doesn't want this widely publicized.
- I'm currently working on grants to continue funding Peer Support and Farm to Library, and they will need to be submitted before I leave on my trip.

### Personnel

- We've had a very tough month from a staffing standpoint with multiple key staff members out for extended periods due to illness. We are getting by, but it's impacted everyone, and staff is clearly exhausted and stressed.
- The new Emergency Closure Policy has been working as designed!
- We are trying out a couple fun new systems for acknowledging staff for all of their hard work.

| Account                                    | Budget-orig      | Budget-adjust    | Encumbered | Dec            | YTD              | Remaining  |               |           |  |
|--|------------------|------------------|------------|----------------|------------------|------------|---------------|-----------|--|
| <b>Salary and Benefits</b>                 |                  |                  |            |                |                  |            |               |           |  |
| 6001000 SALARIES FULL-TIME                 | 827,243          | 827,243          |            | 105,027        | 770,502          | 93%        | 56,741        | 7%        |  |
| 6001001 SALARIES PART-TIME                 | 144,290          | 144,290          |            | 12,229         | 122,685          | 85%        | 21,605        | 15%       |  |
| 6001002 SALARIES TEMPORARY                 | 1,201            | 1,201            |            | 4,602          | 32,955           | 2744%      | -31,754       | -2644%    |  |
| 6001003 SALARIES OVERTIME                  | -                | -                |            | 2,348          | 11,202           |            | -11,202       |           |  |
| <b>Total Salary</b>                        | <b>972,734</b>   | <b>972,734</b>   |            | <b>124,206</b> | <b>937,344</b>   | <b>96%</b> | <b>35,390</b> | <b>4%</b> |  |
| 6008001 STATE RETIREMENT                   | 135,041          | 132,041          |            | -15,691        | 88,845           | 67%        | 43,196        | 33%       |  |
| 6008002 SOCIAL SECURITY                    | 72,869           | 71,869           |            | 9,243          | 69,896           | 97%        | 1,973         | 3%        |  |
| 6008004 WORKERS COMPENSATION               | 5,808            | 5,808            |            | 1,452          | 5,808            | 100%       | 0             | 0%        |  |
| 6008006 LIFE INSURANCE                     | 255              | 255              |            | 7              | 78               | 31%        | 177           | 69%       |  |
| 6008007 HEALTH INSURANCE                   | 152,367          | 122,367          |            | 11,510         | 113,352          | 93%        | 9,015         | 7%        |  |
| 6008009 RETIREE HEALTH INSURANCE           | 352,348          | 345,348          |            | 54,910         | 343,240          | 99%        | 2,108         | 1%        |  |
| 6008012 EMPLOYEE TUITION REIMBURSEMENT     | 3,500            | -                |            | -              | -                |            | -             |           |  |
| 6008013 HEALTH INS - RETIRE INCENTIVE      | 0                | -                |            |                | 1,488            |            | (1,488)       |           |  |
| 6008014 NYS Voluntary Defined Contribution | 6,505            | 6,505            |            | 919            | 6,830            | 105%       | -325          | -5%       |  |
| <b>Total Benefits</b>                      | <b>728,693</b>   | <b>684,193</b>   |            | <b>63,840</b>  | <b>629,538</b>   | <b>92%</b> | <b>54,655</b> | <b>8%</b> |  |
| <b>Salary and Benefits</b>                 | <b>1,701,427</b> | <b>1,656,927</b> |            | <b>188,046</b> | <b>1,566,882</b> | <b>95%</b> | <b>90,045</b> | <b>5%</b> |  |
| <b>Contractual Expenditures</b>            |                  |                  |            |                |                  |            |               |           |  |
| 6004012 OFFICE SUPPLIES                    | 2,400            | 3,193            | - 0%       | 392            | 2,899            | 91%        | 294           | 9%        |  |
| 6004021 BLDG MAINTENANCE SUPPLIES          | 1,000            | 1,000            | - 0%       | 458            | 643              | 64%        | 357           | 36%       |  |
| 6004022 FUEL AND HEATING SUPPLIES          | 26,000           | 21,300           | - 0%       | 4,688          | 15,518           | 73%        | 5782          | 27%       |  |
| 6004023 BLDG AND GROUNDS SUPPLIES          | 4,300            | 7,700            | - 0%       | 398            | 6,360            | 83%        | 1340          | 17%       |  |
| 6004030 FOOD AND BEVERAGES                 | 100              | 100              | - 0%       | -              | -                | 0%         | 100           | 100%      |  |
| 6004048 MISC OPERATIONAL SUPPLIES          | 5,785            | 4,285            | - 0%       | -              | 3,875            | 90%        | 410           | 10%       |  |
| 6004055 COMPUTER SOFTWARE AND SUPPLIES     | 69,994           | 67,620           | - 0%       | 2,225          | 67,582           | 100%       | 38            | 0%        |  |
| 6004056 COMPUTER EQUIPMENT(NON CAPITAL)    | 5,000            | 2,500            | - 0%       | -              | 2,343            |            | 157           |           |  |
| 6004070 BOOKS ADULT SERVICES               | 66,500           | 91,654           | - 0%       | 2,607          | 91,287           | 100%       | -133          | 0%        |  |
| 6004071 JUVENILE BOOKS                     | 52,000           | 59,679           | - 0%       | 2,091          | 54,142           | 91%        | 3537          | 6%        |  |
| 6004073 SUBSCRIPTIONS                      | 2,000            | 2,400            | - 0%       | 408            | 2,351            | 98%        | 49            | 2%        |  |
| 6004074 AUDIOVISUAL MATERIALS              | 40,000           | 26,724           | - 0%       | 444            | 26,414           | 99%        | 310           | 1%        |  |
| 6004075 ELECTRONIC ACCESS MATERIALS        | 32,980           | 33,480           | - 0%       | 5,355          | 34,111           | 102%       | -631          | -2%       |  |
| 6004100 POSTAGE AND FREIGHT                | 700              | 1,600            | -18 -1%    | 384            | 1,930            | 121%       | -312          | -19%      |  |

|  |                |                |          |           |               |                |            |               |           |
|--|----------------|----------------|----------|-----------|---------------|----------------|------------|---------------|-----------|
| 6004105 DUES AND MEMBERSHIPS           | 2,050          | 1,450          | -        | 0%        | 262           | 1,174          | 81%        | 276           | 19%       |
| 6004112 BLDG GROUNDS AND EQUIP REPAIR  | 2,060          | 4,560          | -        | 0%        | 914           | 2,796          | 61%        | 1764          | 39%       |
| 6004113 WATER AND SEWAGE CHARGES       | 3,200          | 3,200          | -        | 0%        | 1,031         | 2,976          | 93%        | 224           | 7%        |
| 6004115 ELECTRIC CURRENT               | 65,000         | 55,000         | -        | 0%        | 6,624         | 56,940         | 104%       | -1940         | -4%       |
| 6004117 BUILDING AND GROUNDS EXPENSES  | 41,014         | 38,380         | -        | 0%        | 5,403         | 39,005         | 102%       | -625          | -2%       |
| 6004136 OPERATIONAL EQUIPMENT REPAIRS  | 3,500          | 31,548         | -        | 0%        | 11,710        | 31,548         | 100%       | 0             | 0%        |
| 6004137 ADVERTISING AND PROMOTION EXPE | 6,000          | 1,393          | -        | 0%        | -             | 1,393          | 100%       | 0             | 0%        |
| 6004138 OTHER OPERATIONAL EXPENSES     | 16,000         | 34,875         | 18       | 0%        | 3,320         | 29,224         | 84%        | 5632          | 16%       |
| 6004147 OTHER PROGRAM EXPENSES         | 15,000         | 15,450         | -        | 0%        | -             | 450            | 3%         | 15000         | 97%       |
| 6004160 MILEAGE AND PARKING-LOCAL      | 1,000          | 1,000          | -        | 0%        | -             | 998            | 100%       | 2             | 0%        |
| 6004161 TRAVEL HOTEL AND MEALS         | 1,850          | 3,650          | -        | 0%        | -             | 3,642          | 100%       | 8             | 0%        |
| 6004162 EDUCATION AND TRAINING         | 2,000          | 2,500          | -        | 0%        | 850           | 2,655          | 106%       | -155          | -6%       |
| 6004165 ADVISORY BD/TRUSTEES EXPENSES  | 175            | 0              | -        | -         | -             | -              | -          | 0             | -         |
| 6004193 HARDWARE MAINTENANCE           | 8,500          | 5,340          | -        | 0%        | -             | 5,340          | 100%       | 0             | 0%        |
| 6004196 COPYING MACHINE RENTALS        | 4,800          | 5,800          | -        | 0%        | 1,086         | 5,735          | 99%        | 65            | 1%        |
| 6004504 OTHER FINANCIAL SERVICES       | 20             | 20             | -        | 0%        | -             | 19             | 95%        | 1             | 5%        |
| 6004573 OTHER FEES FOR SERVICES        | 6,400          | 5,900          | -        | 0%        | 1,109         | 5,878          | 100%       | 22            | 0%        |
| <b>Total</b>                           | <b>487,328</b> | <b>533,300</b> | <b>-</b> | <b>0%</b> | <b>51,759</b> | <b>499,229</b> | <b>94%</b> | <b>31,571</b> | <b>6%</b> |

#### Chargebacks

|   |                |                |  |  |               |                |            |              |           |
|---|----------------|----------------|--|--|---------------|----------------|------------|--------------|-----------|
| 6004602 INSURANCE PREMIUM CHARGEBACK    | 21,274         | 21,274         |  |  | 5,319         | 21,274         | 100%       | 0            | 0%        |
| 6004604 DPW SECURITY CHARGEBACKS        | 103,178        | 103,178        |  |  | 25,795        | 103,178        | 100%       | 0            | 0%        |
| 6004606 TELEPHONE BILLING ACCOUNT       | 5,733          | 5,733          |  |  | -             | 5,733          | 100%       | 0            | 0%        |
| 6004609 DATA PROCESSING CHARGEBACKS     | 54,609         | 54,609         |  |  | -             | 53,523         | 98%        | 1,086        | 2%        |
| 6004617 DUPLICATING/PRINTING CHARGEBACK | -              | 116            |  |  | -             | 116            |            | 0            |           |
| 6004618 OFFICE SUPPLIES CHARGEBACK      | 7              | 7              |  |  | -             | 3              | 39%        | 4            | 61%       |
| 6004619 BUILDING SERVICE CHARGEBACK     | 5,000          | 5,000          |  |  | 1,250         | 5,000          | 100%       | 0            | 0%        |
| <b>Total Chargebacks</b>                | <b>189,801</b> | <b>189,917</b> |  |  | <b>32,363</b> | <b>188,826</b> | <b>99%</b> | <b>1,090</b> | <b>1%</b> |

#### Debt

|                                   |        |        |  |  |   |        |      |   |    |
|-----------------------------------|--------|--------|--|--|---|--------|------|---|----|
| 6006000 PRINCIPAL ON SERIAL BONDS | 6,582  | 6,582  |  |  | - | 6,582  | 100% | - | 0% |
| 6006001 BANS Principal            | 47,578 | 47,578 |  |  | - | 47,578 | 100% | - | 0% |
| 6007000 INTEREST ON SERIAL BONDS  | 1,028  | 1,028  |  |  | - | 1,027  | 100% | 1 | 0% |
| 6007001 BANS Interest             | 4,830  | 4,830  |  |  | - | 4,829  | 100% | 1 | 0% |

|                                 |                  |                  |          |           |                |                  |            |                |           |
|---------------------------------|------------------|------------------|----------|-----------|----------------|------------------|------------|----------------|-----------|
| <b>Grand Total (operating):</b> | <b>2,438,574</b> | <b>2,440,162</b> | <b>0</b> | <b>0%</b> | <b>272,167</b> | <b>2,314,954</b> | <b>95%</b> | <b>122,708</b> | <b>5%</b> |
|---------------------------------|------------------|------------------|----------|-----------|----------------|------------------|------------|----------------|-----------|

**Fund Balance** 773,346  
**Trust Account Balance** 9,803

| Projects & Grants                  |                                |                   |                   |             |           |               |                |            |                |            |
|------------------------------------|--------------------------------|-------------------|-------------------|-------------|-----------|---------------|----------------|------------|----------------|------------|
| 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%       |
| 6004117                            | STATE CONSTRUCTION AID - 2023  | 157,447           | 157,447           | -           | 0%        | -             | -              | 0%         | 157,447        | 100%       |
| Friends                            | HOYT GRANT - Reading Garden    |                   | 50,000            | -           | 0%        | -             | -              | 0%         | 50,000         | 100%       |
| Friends                            | KRESGE GRANT                   | 31,700            | 31,700            | -           | 0%        | -             | 25,123         | 79%        | 6,577          | 21%        |
| Friends                            | COMMUNITY FOUNDATION           | 5,000             | 5,000             | -           | 0%        | 1,039         | 2,839          | 57%        | 2,161          | 43%        |
| Friends                            | COMMUNITY FOUNDATION #2        | 2,000             | 2,000             | -           | 0%        | 1,509         | 1,509          | 75%        | 491            | 25%        |
| Friends                            | COMMUNITY FOUNDATION - Farm2Li | 4,275             | 4,275             | -           | 0%        | 1,401         | 4,275          | 100%       | 0              | 0%         |
| Friends                            | KLEE GRANT                     | 95,000            | 95,000            | -           | 0%        | 15,063        | 76,699         | 81%        | 18,301         | 19%        |
| <b>Total Projects &amp; Grants</b> |                                | <b>712,817.00</b> | <b>762,817.00</b> | <b>0.00</b> | <b>0%</b> | <b>19,012</b> | <b>149,817</b> | <b>20%</b> | <b>613,000</b> | <b>80%</b> |

| Account                                 | Budgeted         | December       | YTD              |             | Remaining      |           |
|---|------------------|----------------|------------------|-------------|----------------|-----------|
| Revenue                                 |                  |                |                  |             |                |           |
| 5000010 SALES AND USE TAX               | -                | 88             | 88               |             | -88            |           |
| 5000100 LIBRARY COPY FEES               | 8,000            | 844            | 10,835           | 135%        | -2,835         | -35%      |
| 5000177 RENTALS & FEES                  | 7,500            | 600            | 7,200            | 96%         | 300            | 4%        |
| 5000189 OTHER LOCAL GOVERNMENTS         | 803,963          | 201,355        | 804,328          | 100%        | -365           | 0%        |
| 5000312 RENTAL CHARGEBACKS              | 47,000           | -              | 47,000           | 100%        | 0              | 0%        |
| 5000426 MISCELLANEOUS                   | 11,250           | 446            | 6,835            | 61%         | 4,415          | 39%       |
| 5000431 MISCELLANEOUS                   | 15,000           | -              | -                | 0%          | 15,000         | 100%      |
| 5000451 INTEREST AND EARNINGS           | 500              | 3,449          | 39,580           | 7916%       | -39,080        | -7816%    |
| 5000470 VENDING MACHINE                 | 900              | -              | -                | 0%          | 900            | 100%      |
| 5000471 COMMISSIONS                     | 600              | -              | 872              | 145%        | -272           | -45%      |
| 5000530 REFUNDS OF PRIOR YEARS EXPENDIT | -                | 1,307          | 3,085            |             | -3,085         |           |
| 5000531 GIFTS AND DONATIONS             | 1,000            | -              | -                | 0%          | 1,000          | 100%      |
| 5000545 CREDIT CARD REBATES             | 100              | -              | -                | 0%          | 100            | 100%      |
| 5000562 TRANSFER FROM GENERAL FUND      | 1,443,640        | -              | 1,443,640        | 100%        | 0              | 0%        |
| 5000569 TRANSFER - DEBT SERVICE FUND    | -                | -              | 149              |             | -149           |           |
| 5000808 OTHER STATE AID                 | 98,690           | -              | 86,650           | 88%         | 12,040         | 12%       |
| 5000952 ARRA DEBT REIMBURSEMENT         | 431              | -              | 370              | 86%         | 61             | 14%       |
| <b>Total Revenue (operating):</b>       | <b>2,438,574</b> | <b>208,088</b> | <b>2,450,631</b> | <b>100%</b> | <b>-12,057</b> | <b>0%</b> |

| Projects & Grants                     |                |       |                |            |                |            |
|---------------------------------------|----------------|-------|----------------|------------|----------------|------------|
| 5000808 STATE CONSTRUCTION AID - 2021 | 39,372         | -     | 39,372         | 100%       | -              | 0%         |
| 5000808 STATE CONSTRUCTION AID - 2022 | 378,023        | -     | 340,221        | 90%        | 37,802         | 10%        |
| 5000808 STATE CONSTRUCTION AID - 2023 | 157,447        | -     | 141,702        | 90%        | 15,075         | 10%        |
| HOYT GRANT - Reading Garden           | 50,000         | -     | 0              | 0%         | 50,000         | 100%       |
| KRESGE GRANT (Friends)                | 31,700         | -     | 31,700         | 100%       | -              | 0%         |
| COMMUNITY FOUNDATION (Friends         | 5,000          | -     | 2,500          | 50%        | 2,500          | 50%        |
| COMMUNITY FOUNDATION #2 (Friends      | 2,000          | -     | 2,000          | 100%       | -              | 0%         |
| COMMUNITY FOUNDATION - Farm2Li        | 4,275          | -     | 4,275          | 100%       | -              | 0%         |
| KLEE GRANT (Friends)                  | 95,000         | 5,000 | 95,000         | 100%       | -              | 0%         |
| <b>Projects &amp; Grants Revenue</b>  | <b>762,817</b> |       | <b>656,770</b> | <b>86%</b> | <b>105,377</b> | <b>14%</b> |

| Account                                    | Budget           | Encumbered | Jan             | YTD           | Remaining |                  |            |      |
|--|------------------|------------|-----------------|---------------|-----------|------------------|------------|------|
| <b>Salary and Benefits</b>                 |                  |            |                 |               |           |                  |            |      |
| 6001000 SALARIES FULL-TIME                 | 920,950          |            | 50,888          | 50,888        | 6%        | 870,062          | 94%        |      |
| 6001001 SALARIES PART-TIME                 | 149,560          |            | 5,819           | 5,819         | 4%        | 143,741          | 96%        |      |
| 6001002 SALARIES TEMPORARY                 | 20,070           |            | 2,512           | 2,512         | 13%       | 17,558           | 87%        |      |
| 6001003 SALARIES OVERTIME                  | -                |            | 104             | 104           |           | -104             |            |      |
| <b>Total Salary</b>                        | <b>1,090,580</b> |            | <b>0 59,323</b> | <b>59,323</b> | <b>5%</b> | <b>1,031,257</b> | <b>95%</b> |      |
| 6008001 STATE RETIREMENT                   | 136,887          |            | 7,318           | 7,318         | 5%        | 129,569          | 95%        |      |
| 6008002 SOCIAL SECURITY                    | 82,514           |            | 4,347           | 4,347         | 5%        | 78,167           | 95%        |      |
| 6008004 WORKERS COMPENSATION               | 6,304            |            | 0               | 0             | 0%        | 6,304            | 100%       |      |
| 6008006 LIFE INSURANCE                     | 285              |            | 8               | 8             | 3%        | 277              | 97%        |      |
| 6008007 HEALTH INSURANCE                   | 143,359          |            | 7,903           | 7,903         | 6%        | 135,456          | 94%        |      |
| 6008009 RETIREE HEALTH INSURANCE           | 351,529          |            | -               | 0             | 0%        | 351,529          | 100%       |      |
| 6008012 EMPLOYEE TUITION REIMBURSEMENT     | 3,500            |            | -               | -             | 0%        | 3,500            | 100%       |      |
| 6008014 NYS Voluntary Defined Contribution | 6,967            |            | 399             | 399           | 6%        | 6,568            | 94%        |      |
| <b>Total Benefits</b>                      | <b>731,345</b>   |            | <b>0 19,975</b> | <b>19,975</b> | <b>3%</b> | <b>711,370</b>   | <b>97%</b> |      |
| <b>Salary and Benefits</b>                 | <b>1,821,925</b> |            | <b>0 79,297</b> | <b>79,297</b> | <b>4%</b> | <b>1,742,628</b> | <b>96%</b> |      |
| <b>Contractual Expenditures</b>            |                  |            |                 |               |           |                  |            |      |
| 6004012 OFFICE SUPPLIES                    | 2,000            | 1,319      | 66%             | 228           | 228       | 11%              | 453        | 23%  |
| 6004021 BLDG MAINTENANCE SUPPLIES          | 1,000            | 1,100      | 110%            | -             | -         | 0%               | (100)      | -10% |
| 6004022 FUEL AND HEATING SUPPLIES          | 26,000           | -          | 0%              | 1,245         | 1,245     | 5%               | 24,755     | 95%  |
| 6004023 BLDG AND GROUNDS SUPPLIES          | 4,300            | 5,500      | 128%            | -             | -         | 0%               | (1,200)    | -28% |
| 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     | 70,684           | -          | 0%              | -             | -         | 0%               | 70,684     | 100% |
| 6004056 COMPUTER EQUIPMENT(NON CAPITAL)    | 5,000            | -          | 0%              | -             | -         | 0%               | 5,000      | 100% |
| 6004070 BOOKS ADULT SERVICES               | 67,550           | 54,988     | 81%             | 4,641         | 4,641     | 7%               | 7,921      | 12%  |
| 6004071 JUVENILE BOOKS                     | 54,000           | 41,816     | 77%             | 3,263         | 3,263     | 6%               | 8,921      | 17%  |
| 6004073 SUBSCRIPTIONS                      | 7,563            | -          | 0%              | -             | -         | 0%               | 7,563      | 100% |
| 6004074 AUDIOVISUAL MATERIALS              | 33,000           | 37,481     | 114%            | 519           | 519       | 2%               | (5,000)    | -15% |
| 6004075 ELECTRONIC ACCESS MATERIALS        | 33,650           | 27,000     | 80%             | -             | -         | 0%               | 6,650      | 20%  |
| 6004100 POSTAGE AND FREIGHT                | 700              | 500        | 71%             | -             | -         | 0%               | 200        | 29%  |
| 6004105 DUES AND MEMBERSHIPS               | 1,500            | -          | 0%              | -             | -         | 0%               | 1,500      | 100% |

|  |                |                |            |          |               |               |           |                |            |
|--|----------------|----------------|------------|----------|---------------|---------------|-----------|----------------|------------|
| 6004112 BLDG GROUNDS AND EQUIP REPAIR  | 2,060          | 3,229          | 157%       | 1,271    | 1,271         | 62%           | (2,440)   | -118%          |            |
| 6004113 WATER AND SEWAGE CHARGES       | 3,200          | -              | 0%         | -        | -             | 0%            | 3,200     | 100%           |            |
| 6004115 ELECTRIC CURRENT               | 48,000         | 40,000         | 83%        | 1,559    | 1,559         | 3%            | 6,441     | 13%            |            |
| 6004117 BUILDING AND GROUNDS EXPENSES  | 42,807         | 8,950          | 21%        | 210      | 210           | 0%            | 33,647    | 79%            |            |
| 6004136 OPERATIONAL EQUIPMENT REPAIRS  | 3,000          | -              | 0%         | -        | -             | 0%            | 3,000     | 100%           |            |
| 6004137 ADVERTISING AND PROMOTION EXPE | 3,000          | -              | 0%         | 119      | 119           | 4%            | 2,881     | 96%            |            |
| 6004138 OTHER OPERATIONAL EXPENSES     | 16,000         | 10,344         | 65%        | 422      | 422           | 3%            | 5,233     | 33%            |            |
| 6004147 OTHER PROGRAM EXPENSES         | 15,000         | -              | 0%         | -        | -             | 0%            | 15,000    | 100%           |            |
| 6004160 MILEAGE AND PARKING-LOCAL      | 700            | -              | 0%         | -        | -             | 0%            | 700       | 100%           |            |
| 6004161 TRAVEL HOTEL AND MEALS         | 2,000          | -              | 0%         | -        | -             | 0%            | 2,000     | 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           | 8,610          | -              | 0%         | -        | -             | 0%            | 8,610     | 100%           |            |
| 6004196 COPYING MACHINE RENTALS        | 7,000          | 4,750          | 68%        | 524      | 524           | 7%            | 1,726     | 25%            |            |
| 6004504 OTHER FINANCIAL SERVICES       | 12             | -              | 0%         | -        | -             | 0%            | 12        | 100%           |            |
| 6004573 OTHER FEES FOR SERVICES        | 9,260          | 3,500          | 38%        | -        | -             | 0%            | 5,760     | 62%            |            |
| <b>Total</b>                           | <b>475,656</b> | <b>240,477</b> | <b>51%</b> | <b>-</b> | <b>14,002</b> | <b>14,002</b> | <b>3%</b> | <b>221,177</b> | <b>46%</b> |

#### Chargebacks

|   |                |  |  |          |          |           |                |             |
|---|----------------|--|--|----------|----------|-----------|----------------|-------------|
| 6004602 INSURANCE PREMIUM CHARGEBACK    | 26,181         |  |  | -        | -        | 0%        | 26,181         | 100%        |
| 6004604 DPW SECURITY CHARGEBACKS        | 105,991        |  |  | -        | -        | 0%        | 105,991        | 100%        |
| 6004606 TELEPHONE BILLING ACCOUNT       | 5,963          |  |  | -        | -        | 0%        | 5,963          | 100%        |
| 6004609 DATA PROCESSING CHARGEBACKS     | 56,892         |  |  | -        | -        | 0%        | 56,892         | 100%        |
| 6004617 DUPLICATING/PRINTING CHARGEBACK | 166            |  |  | -        | -        | 0%        | 166            | 100%        |
| 6004618 OFFICE SUPPLIES CHARGEBACK      | 8              |  |  | -        | -        | 0%        | 8              | 100%        |
| 6004619 BUILDING SERVICE CHARGEBACK     | 5,000          |  |  | -        | -        | 0%        | 5,000          | 100%        |
| <b>Total Chargebacks</b>                | <b>200,201</b> |  |  | <b>-</b> | <b>-</b> | <b>0%</b> | <b>200,201</b> | <b>100%</b> |

#### Debt

|                                   |        |  |  |   |   |    |        |      |
|-----------------------------------|--------|--|--|---|---|----|--------|------|
| 6006000 PRINCIPAL ON SERIAL BONDS | 6,849  |  |  | - | - | 0% | 6,849  | 100% |
| 6006001 BANS Principal            | 47,578 |  |  | - | - | 0% | 47,578 | 100% |
| 6007000 INTEREST ON SERIAL BONDS  | 628    |  |  | - | - | 0% | 628    | 100% |
| 6007001 BANS Interest             | 7,592  |  |  | - | - | 0% | 7,592  | 100% |

|                                 |                  |                |           |          |               |               |           |                  |            |
|---------------------------------|------------------|----------------|-----------|----------|---------------|---------------|-----------|------------------|------------|
| <b>Grand Total (operating):</b> | <b>2,560,429</b> | <b>240,477</b> | <b>9%</b> | <b>-</b> | <b>93,299</b> | <b>93,299</b> | <b>4%</b> | <b>2,226,653</b> | <b>87%</b> |
|---------------------------------|------------------|----------------|-----------|----------|---------------|---------------|-----------|------------------|------------|

**Fund Balance** 773,346  
**Trust Account Balance** 9,803

| Projects & Grants                  |                               |                   |             |           |               |               |                |            |                |            |
|------------------------------------|-------------------------------|-------------------|-------------|-----------|---------------|---------------|----------------|------------|----------------|------------|
| 6004117                            | STATE CONSTRUCTION AID - 2022 | 378,023           | -           | 0%        | -             | -             | -              | 0%         | 378,023        | 100%       |
| 6004117                            | STATE CONSTRUCTION AID - 2023 | 157,447           | -           | 0%        | -             | -             | -              | 0%         | 157,447        | 100%       |
| Friends                            | HOYT GRANT - Reading Garden   | 50,000            | -           | 0%        | -             | -             | -              | 0%         | 50,000         | 100%       |
| Friends                            | KRESGE GRANT                  | 31,700            | -           | 0%        | 25,123        | -             | 25,123         | 79%        | 6,577          | 21%        |
| Friends                            | COMMUNITY FOUNDATION          | 5,000             | -           | 0%        | 1,800         | 1,139         | 2,939          | 59%        | 2,061          | 41%        |
| Friends                            | COMMUNITY FOUNDATION #2       | 2,000             | -           | 0%        | 1,259         | -             | 1,259          | 63%        | 741            | 37%        |
| Friends                            | KLEE GRANT                    | 90,000            | -           | 0%        | 61,636        | 12,588        | 74,224         | 82%        | 15,776         | 18%        |
| <b>Total Projects &amp; Grants</b> |                               | <b>714,170.00</b> | <b>0.00</b> | <b>0%</b> | <b>89,818</b> | <b>13,727</b> | <b>103,545</b> | <b>14%</b> | <b>610,625</b> | <b>86%</b> |



| Account                                 | Budgeted         | Jan              | YTD              |            | Remaining        |            |
|---|------------------|------------------|------------------|------------|------------------|------------|
| <b>Revenue</b>                          |                  |                  |                  |            |                  |            |
| 5000100 LIBRARY COPY FEES               | 12,000           | 728              | 728              | 6%         | 11,272           | 94%        |
| 5000177 RENTALS & FEES                  | 8,500            | 600              | 600              | 7%         | 7,900            | 93%        |
| 5000189 OTHER LOCAL GOVERNMENTS         | 846,573          | -                | -                | 0%         | 846,573          | 100%       |
| 5000312 RENTAL CHARGEBACKS              | 49,000           | -                | -                | 0%         | 49,000           | 100%       |
| 5000426 MISCELLANEOUS                   | 10,000           | 0                | -                | 0%         | 9,755            | 98%        |
| 5000431 MISCELLANEOUS                   | 15,000           | 245              | 245              | 2%         | -                | 0%         |
| 5000451 INTEREST AND EARNINGS           | 17,500           | 0                | -                | 0%         | 17,500           | 100%       |
| 5000530 REFUNDS OF PRIOR YEARS EXPENDIT | -                | -                | -                |            | 500              |            |
| 5000531 GIFTS AND DONATIONS             | 500              | -                | -                | 0%         | 100              | 20%        |
| 5000545 CREDIT CARD REBATES             | 100              | -                | -                | 0%         | 500              | 500%       |
| 5000562 TRANSFER FROM GENERAL FUND      | 1,500,059        | 1,500,059        | 1,500,059        | 100%       | -                | 0%         |
| 5000569 TRANSFER - DEBT SERVICE FUND    | 1,770            | -                | -                | 0%         | 1,770            |            |
| 5000808 OTHER STATE AID                 | 98,690           | -                | -                | 0%         | 98,690           | 100%       |
| 5000952 ARRA DEBT REIMBURSEMENT         | 237              | -                | -                | 0%         | 237              | 100%       |
| <b>Total Revenue (operating):</b>       | <b>2,559,929</b> | <b>1,501,632</b> | <b>1,501,632</b> | <b>59%</b> | <b>1,043,797</b> | <b>41%</b> |

|                                       |                |   |                |            |                |            |
|---------------------------------------|----------------|---|----------------|------------|----------------|------------|
| <b>Projects &amp; Grants</b>          |                |   |                |            |                |            |
| 5000808 STATE CONSTRUCTION AID - 2022 | 378,023        | - | 340,221        | 90%        | 37,802         | 10%        |
| 5000808 STATE CONSTRUCTION AID - 2023 | 157,447        | - | 141,702        | 90%        | 15,075         | 10%        |
| HOYT GRANT - Reading Garden           | 50,000         | - | 0              | 0%         | 50,000         | 100%       |
| KRESGE GRANT (Friends)                | 31,700         | - | 31,700         | 100%       | -              | 0%         |
| COMMUNITY FOUNDATION (Friends         | 5,000          | - | 2,500          | 50%        | 2,500          | 50%        |
| COMMUNITY FOUNDATION #2 (Friends      | 2,000          | - | 2,000          | 100%       | -              | 0%         |
| KLEE GRANT (Friends)                  | 90,000         | - | 90,000         | 100%       | -              | 0%         |
| <b>Projects &amp; Grants Revenue</b>  | <b>714,170</b> |   | <b>608,123</b> | <b>85%</b> | <b>105,377</b> | <b>15%</b> |

## Assistant Director's Report

Sherry Kowalski

February 5, 2024

- The Beccye and Claude Fawcett program is scheduled for Saturday the 10th at 10:30. I think it is going to be a great program. Brenda Cave-James is a very engaging presenter, and she will bring scrap books and photographs that Claude Fawcett took during his lifetime.
- I attend the 4CLS ILSAC meeting on January 11th. The main topic of discussion was security of patron records. The automation department would like to see longer and more complex pin numbers but staff at libraries don't think this is feasible and would create customer service issues. We will likely have several meetings around this topic before we come up with a solution.
- Kate and I met with Cornell Cooperative Extension Staff and Master Gardeners to discuss a partnership with the Farm to Library (F2L) 2024 program. The Master Gardeners will grow produce in their teaching gardens that will be donated to the F2L produce fridge.
- The BCPL seed library is off to a good start. I received 100 packets from my request to Seed Savers and I'm waiting on more from High Mowing Seed Company. Gill F. has submitted a request from Hudson Valley Seed Company, and we should be getting those soon as well.
- I submitted two contracts to the County for approval. The 4CLS Envisioware contract was approved by the Purchasing Department and the 4CLS purchasing agreement was approved at the January 24<sup>th</sup> BAC meeting.

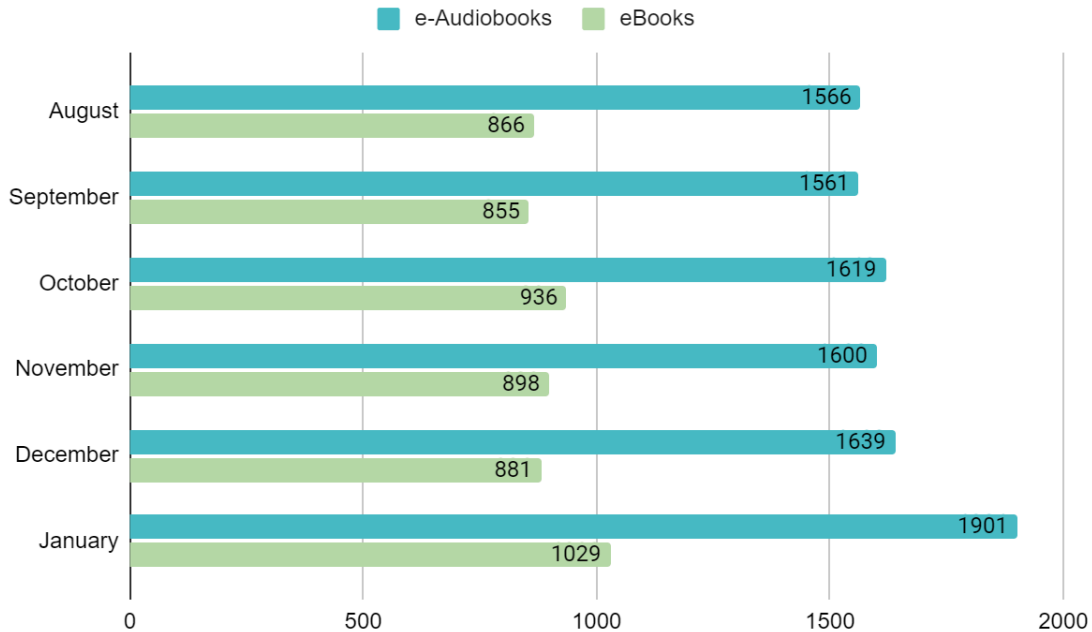
# Data Analytics Monthly Report (January 2024)

Submitted by Laura Haynes

This space is usually devoted to circulation statistics, but due to illness these statistics are delayed. The following board report will show statistics from January and February.

## Electronic media:

There was a spike in electronic media usage in January. We promoted our electronic resources on Facebook in January which could be a reason behind the increase. Below is the wonderful post designed by one of our staff members!



Looking for audiobooks?

Try out these *library* apps!

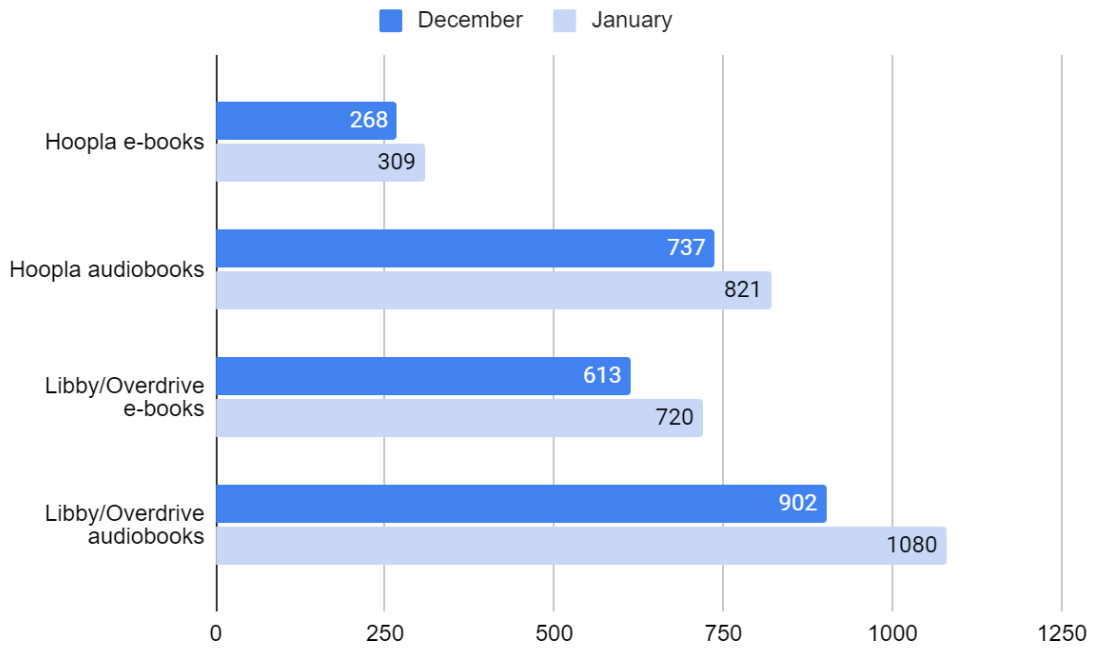
Libby. hoopla

Listen for **FREE** with a **library card!**

Access on a **computer, laptop, phone, or tablet.**

### Comparison of Hoopla to Overdrive:

This graph shows a breakdown of the increase in digital lending.

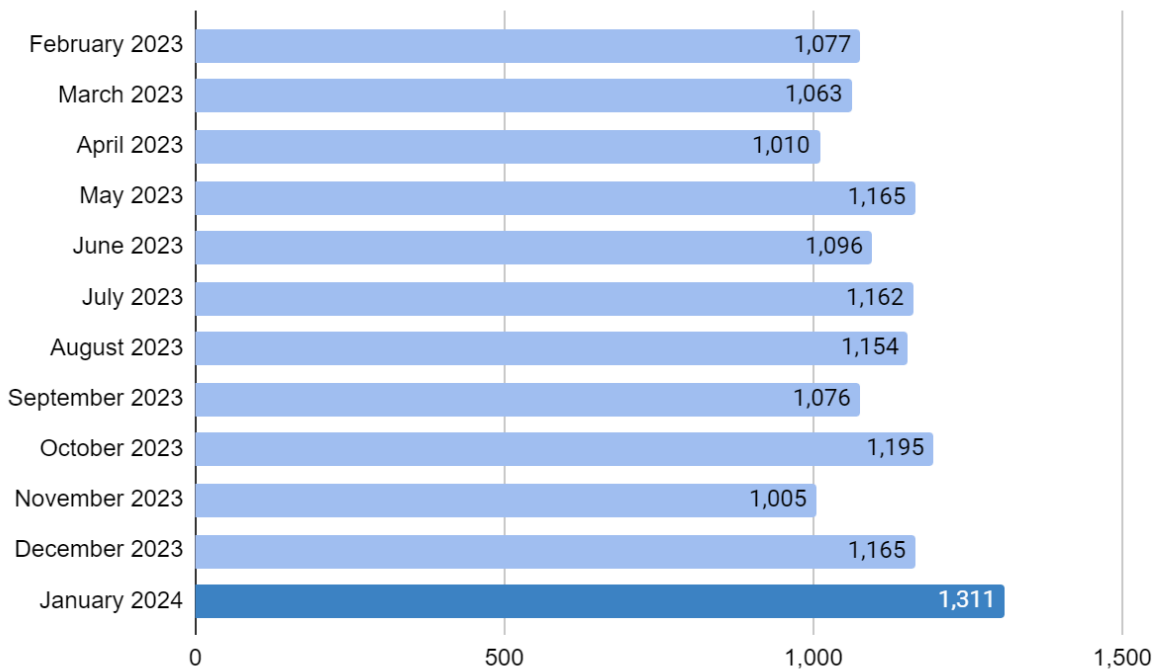


### Circulation by format:

This graph will be shown in the next board report.

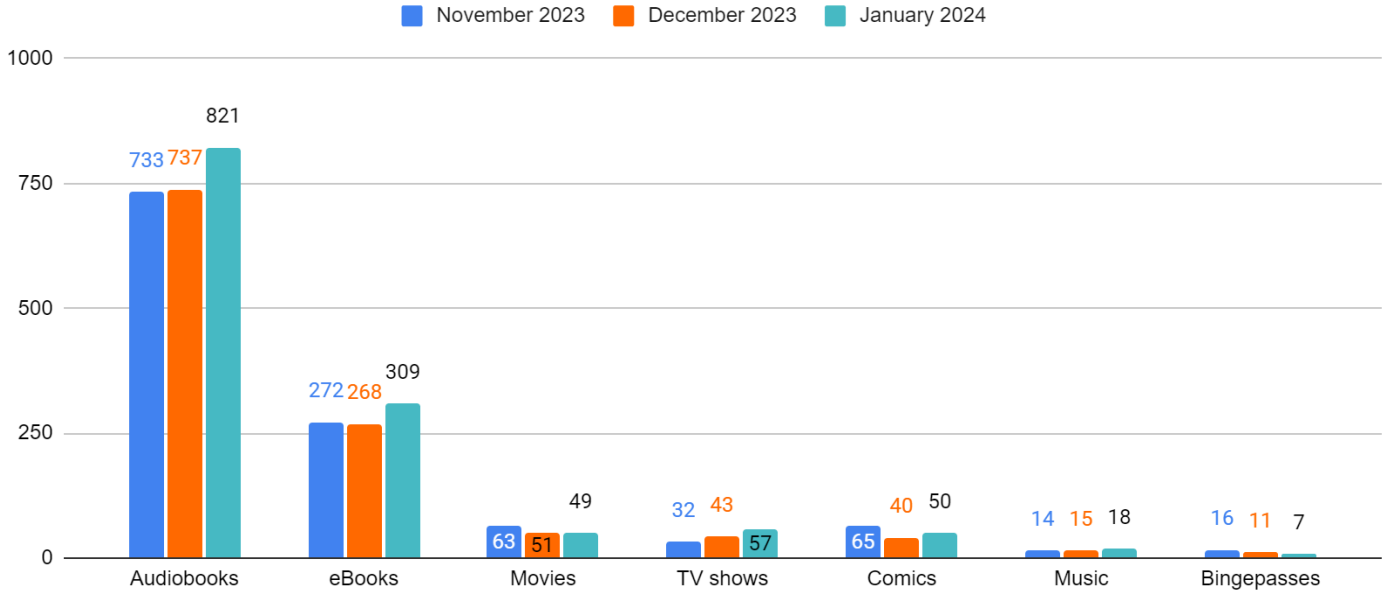
### Hoopla Circulation:

This shows the increase specific to Hoopla.



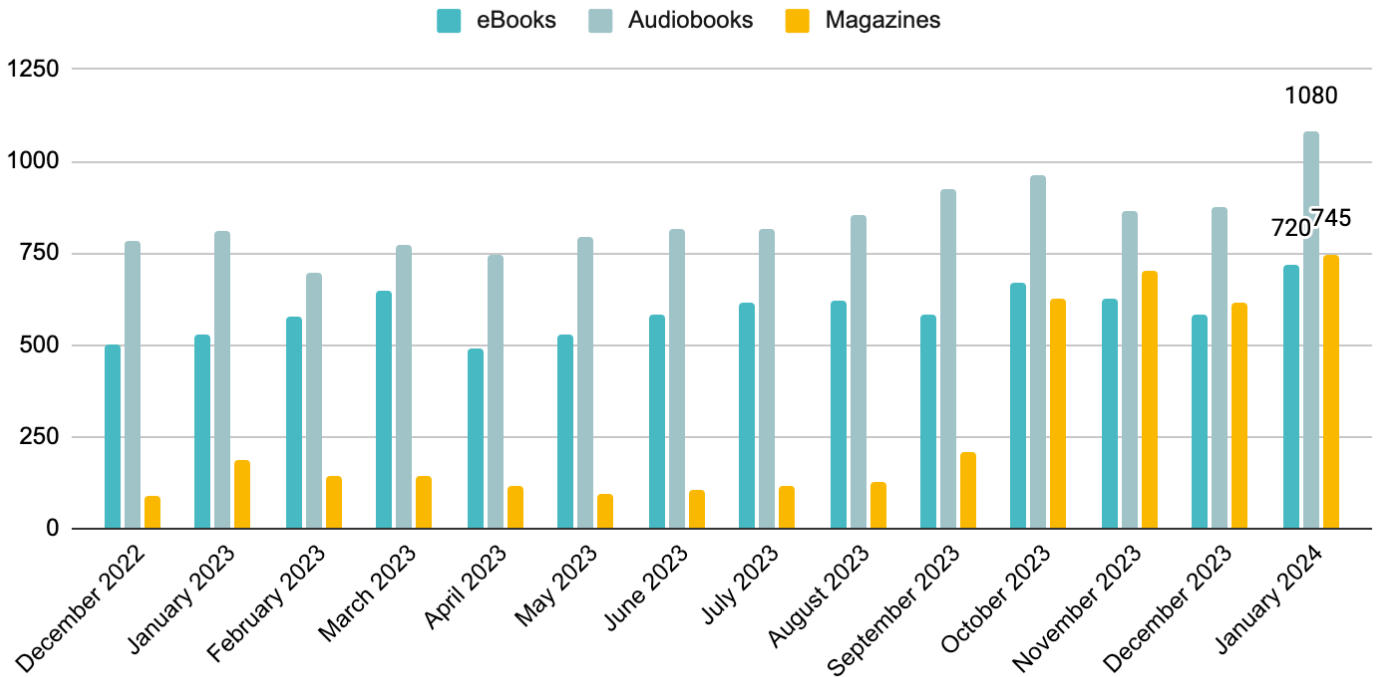
## Hoopla Circulation by format:

This shows a breakdown of the increase.



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

There was an increase across the board.

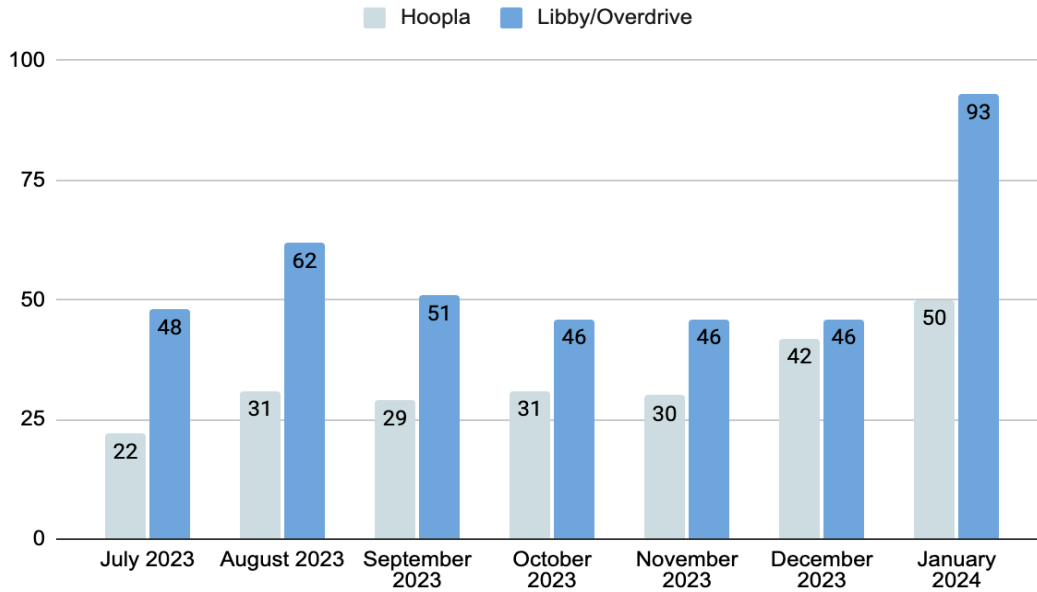


## Door Count

Due to illness, we don't have numbers for door count. There will be door count graphs in the next board report.

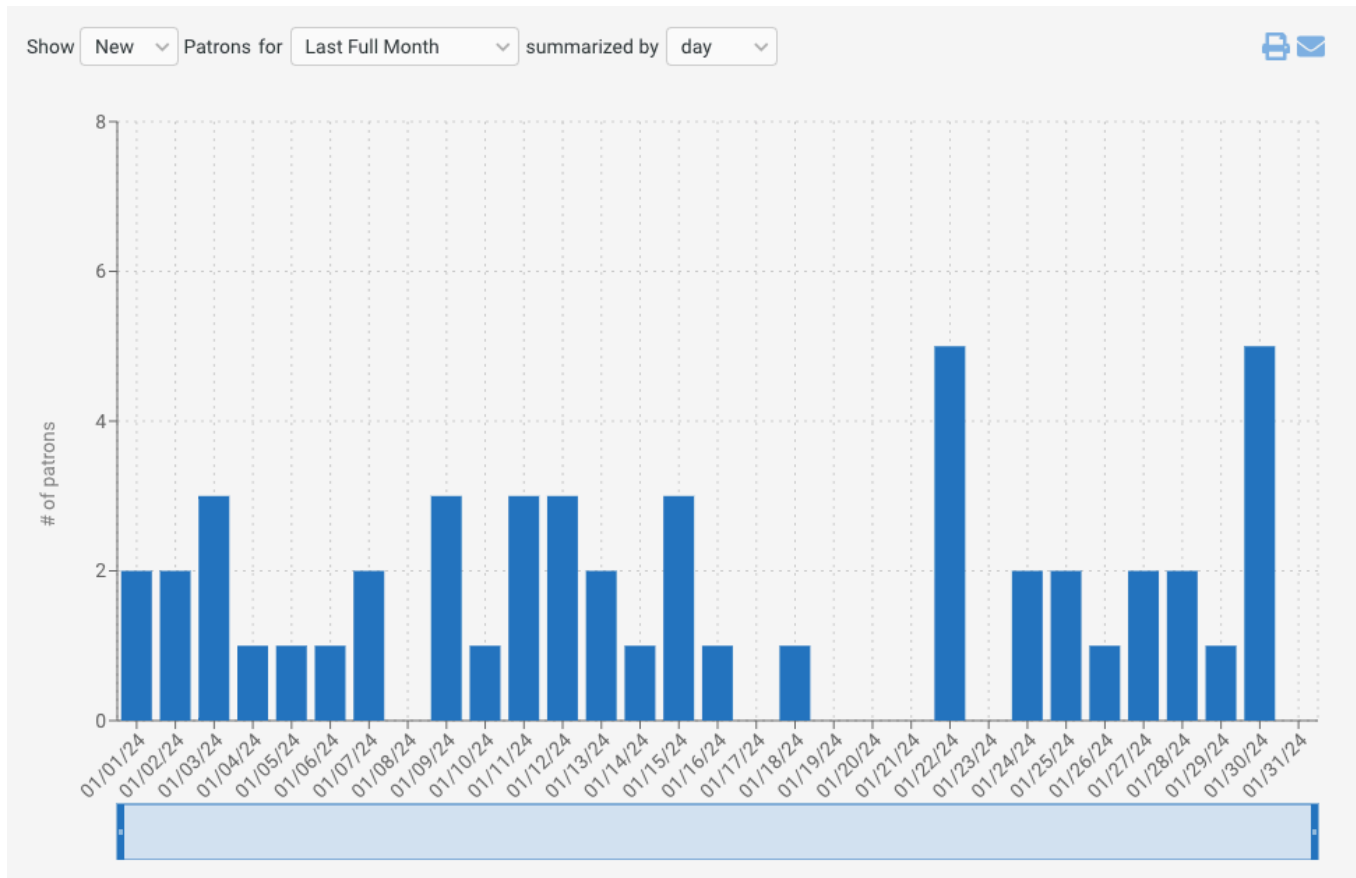
## New Patron Registration (Hoopla, and Libby/Overdrive):

Library card registration will be shown in the next report. As you can see, there was a spike in Libby registrations in January.



## Libby registration by day:

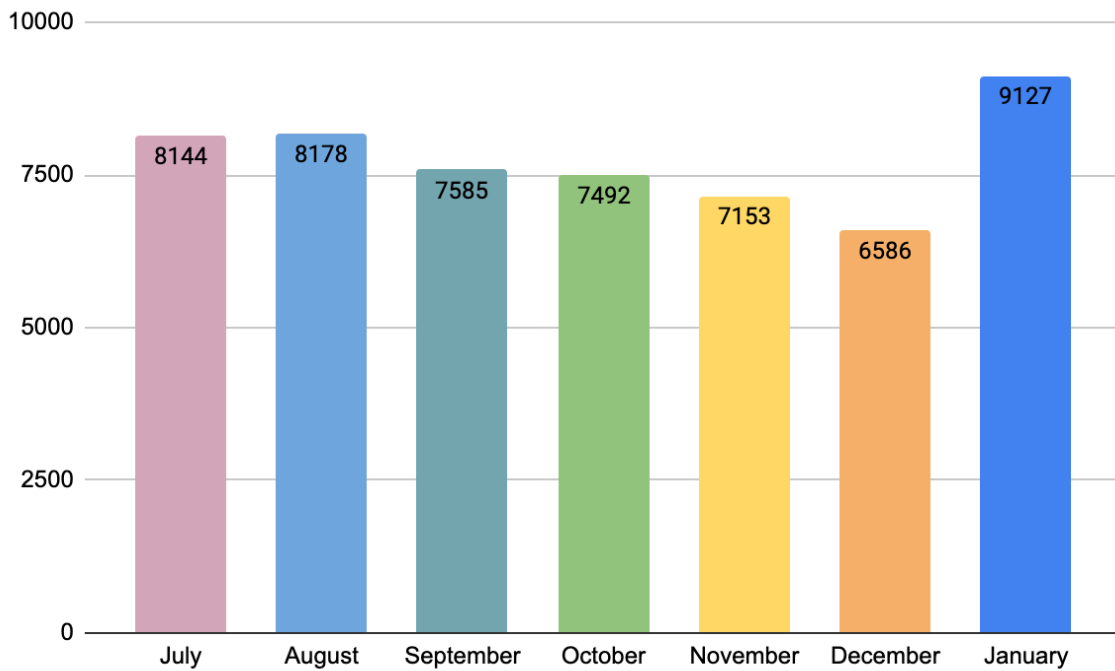
This graph shows a breakdown of registrations by day. There was a spike just a few days after the promotion post went up on January 16th, so we could attribute this to the rise in usage.



## Website Analytics:

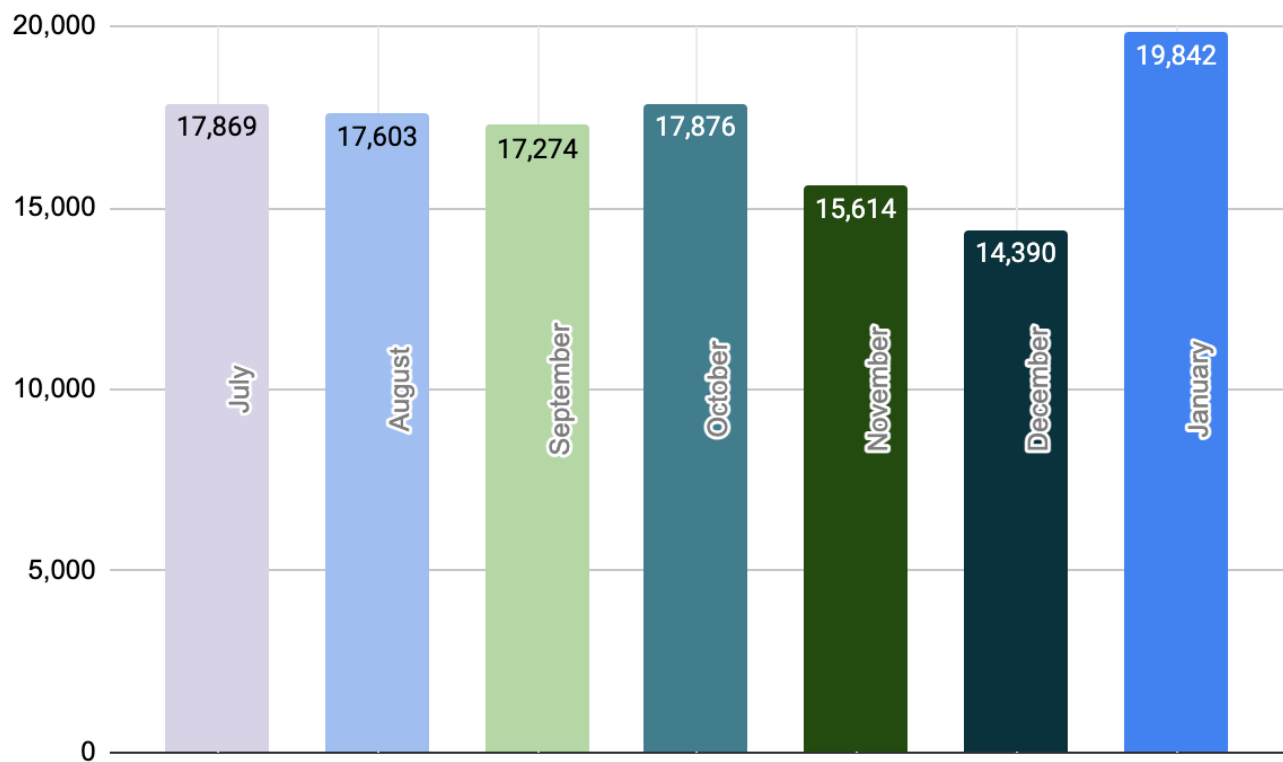
### Total sessions:

Website sessions are the highest they have been in seven months.

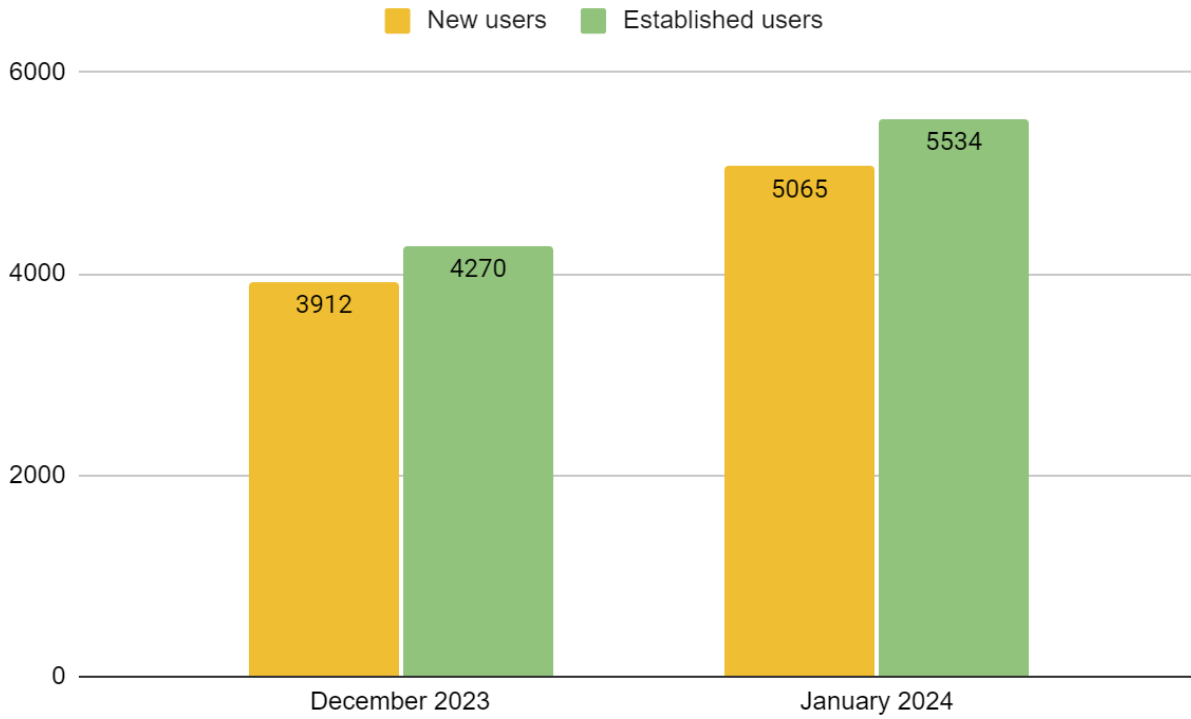


### Pageviews:

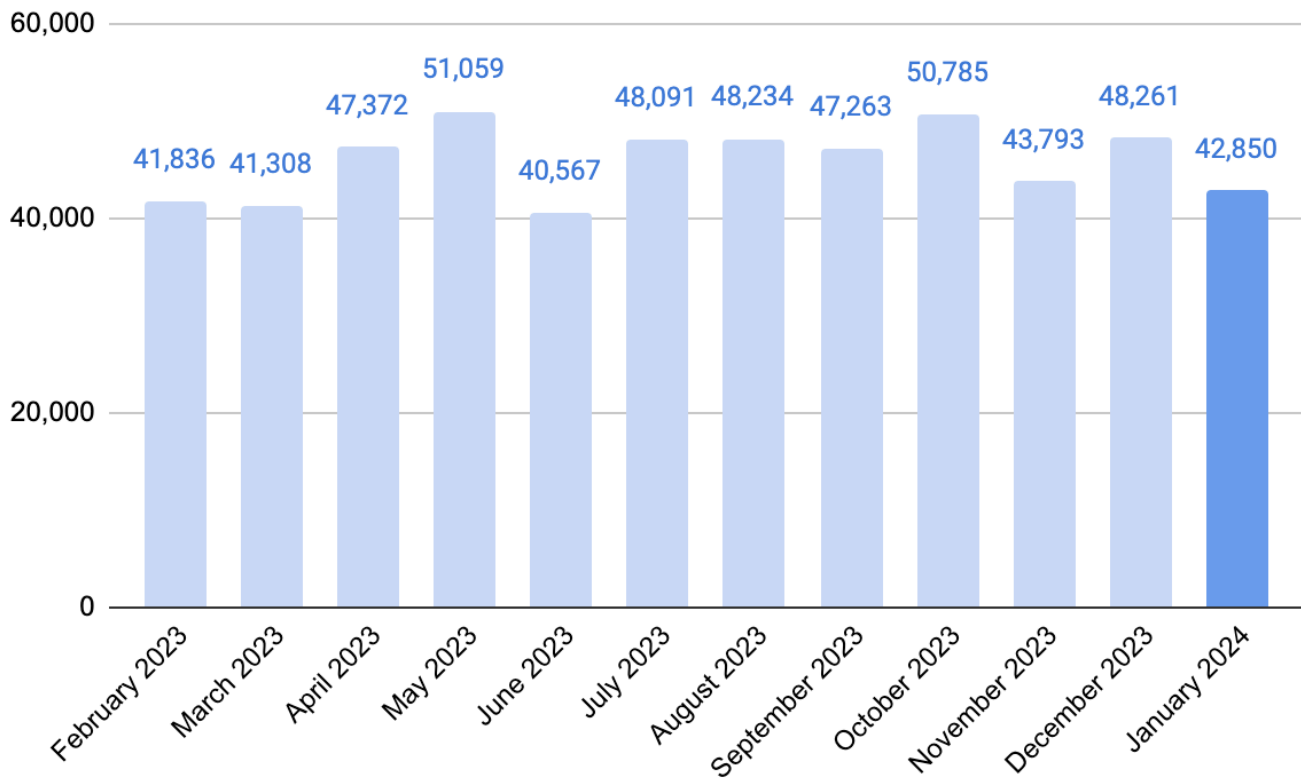
This graph shows total pageviews for the past 7 months. Website access has definitely spiked.



This graph shows new users versus established users for December and January. Website traffic shows a pattern of increase.



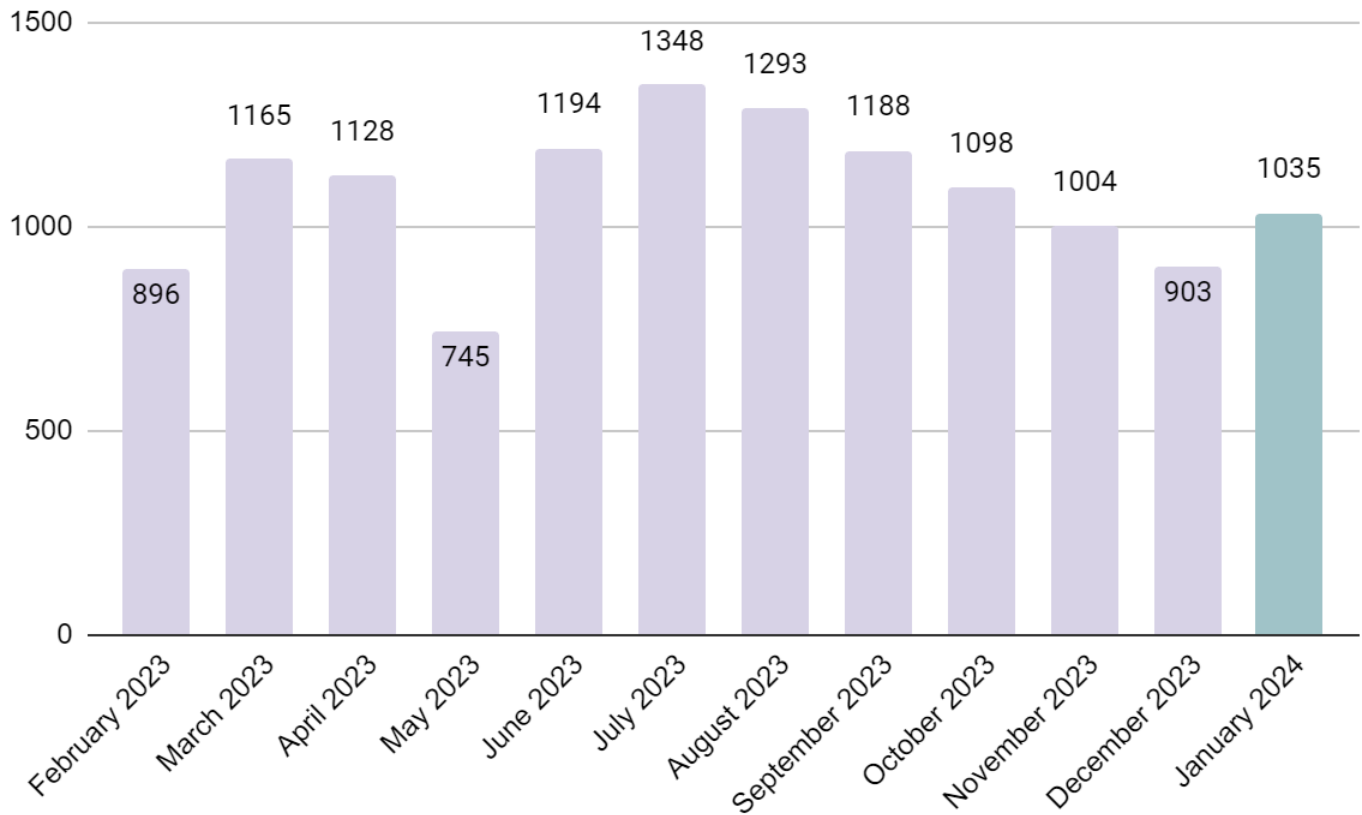
**Number of Wireless Sessions:**  
Wireless sessions decreased by 5,411.





## Public Computer Sessions:

There was an error in the last board report regarding the amount of computer sessions in December. It still declined, but not as sharply as initially reported. Sessions increased by 132 in January.



## January 2024 Youth Services Board Report

### Notable things to report in Youth Services:

- Current part-time clerk, Violet Kravitz, moved into the new full-time Youth Services Library Assistant position on January 8. Violet will be focusing on teen services and programs, social media, outreach, and planning and implementing French bilingual story times. She is doing a wonderful job.
- Kathleen continues to regularly provide coverage for the Youth Services Department. Youth Services staff very much appreciate this assistance, especially since we no longer have a clerk to shelve youth services materials.
- Kelsey and Violet have both joined BCPL's DEI Committee.
- BCPL will partner with Binghamton University's Institute of Justice and Well-being to offer weekly robotics classes for youth in Grades 3-5, beginning on February 14.
- Kelsey and Violet met with the project lead of Binghamton University's Pride & Joy Families organization on January 23 to discuss collaborating on programs for LGBTQ+ families. The first program will be held on March 9. The new monthly Rainbow Pride Family Hour event will include a story time, craft, and discussion. Youth of all ages and their caregivers are welcome. Gill is kindly assisting Youth Services staff with the planning of this program.
- Kelsey attended the Head Start Policy Council meeting on January 24 to present information about BCPL's upcoming children's events.

- Our Borrow a Grandparent program is becoming so popular that we have expanded the hours of the program to meet the demand. Grandma Sherann reads and works on homework with children of all ages.
- Kelsey assisted Gill and Laura with a grant proposal.
- Attendance for in person programs:
  - Borrow a Grandparent-every Monday-Thursday and every other Saturday-Average attendance of 4
  - Biweekly Lapsit Story Time-Average attendance of 11
  - Biweekly Preschool Story Time-Average attendance of 4
  - Weekly Teen Thursdays -Average attendance of 5
  - Bimonthly Therapy Dogs-Average attendance of 38
  - Bimonthly LEGO Club-Average attendance of 60
  - January 2 Family Game Day-Attendance of 9
  - January 6 Winter Crafts-Attendance of 6
  - January 23-Ukrainian Story Time-Cancelled due to inclement weather
  - January 27- Teen Dungeons & Dragons -Attendance of 4

Upcoming in Youth Services:

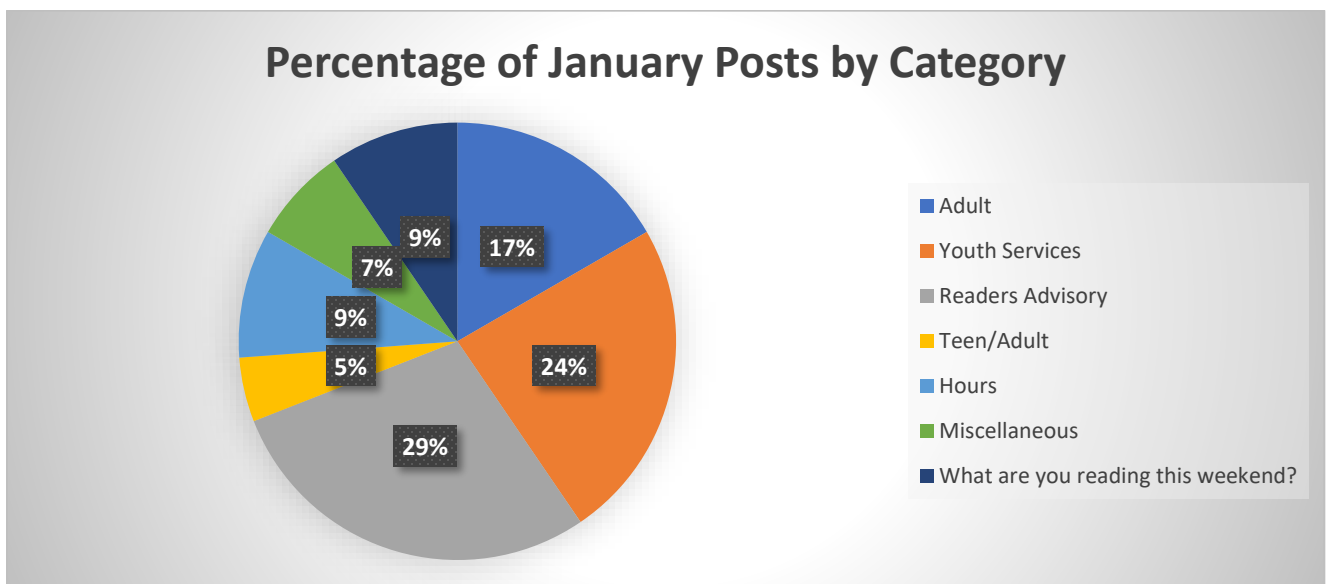
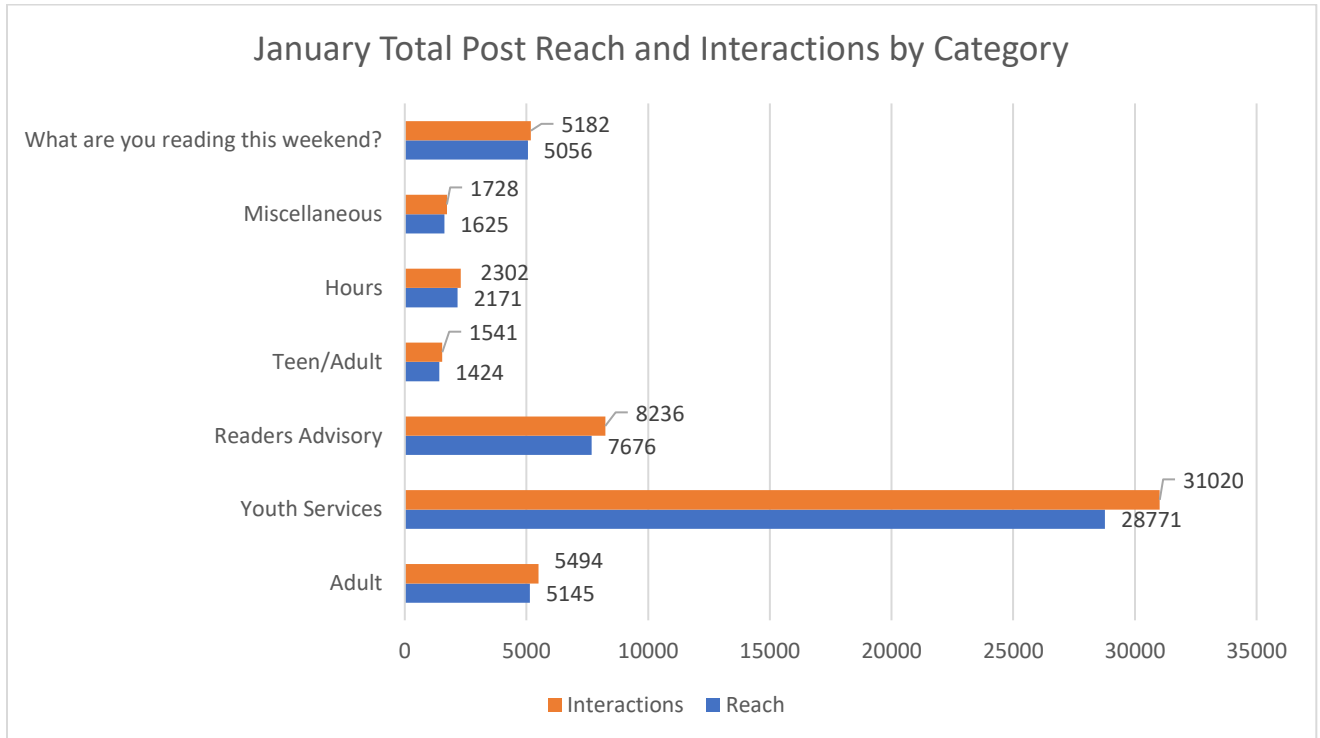
- Upcoming programs:
  - Biweekly Lapsit Story Time
  - Biweekly Preschool Story Time
  - Weekly Project SPARK: Science Programming & Robotics for Kids
  - Weekly Teen Thursdays
  - Weekly Tween Fridays
  - Bimonthly LEGO Club
  - Bimonthly Therapy Dogs
  - Monthly Ukrainian Story Time
  - Monthly Story Time for Adults
  - Monthly Crocheting Club for Homeschoolers
  - Monthly Family Game Day and Teen Game Day
  - Monthly Teen Dungeons & Dragons
  - Pokémon Club on February 23
  - Family Movie Day: Elemental on February 24
  - Rainbow Pride Family Hour on March 9
  - NASA Eclipse Program on April 8
- The Youth Services Department will be meeting with the Information Services Department to discuss the possibility of collaborating on craft programs for caregivers and their children. Thank you to Laura for suggesting this program.
- Michelle is coordinating sewing and crochet classes and a Science Fair for homeschool families in 2024.
- Due to the continued low attendance of our Preschool Story Time programs, Michelle will be changing the program to a Sensory Story Time and Sensory Play Time in the spring.

Respectfully submitted by  
Kelsey Matoushek  
Librarian II

# Information Services Report

January 2024

Submitted by Judd Karlman





Broome County Public Library

December 29, 2023 · 🌐



Got kids in your life? Looking for fun things to do to welcome in the New Year? Check out some of the things happening in the area!

And if you'd prefer to stay home (because same), pop into the library today or tomorrow & stock up on books & movies! Welcoming in a new year with a stack of books & a movie fest sounds pretty magical.

**Family-Friendly New Year's Eve & New Year's Day Events in Broome County**

**Sat. Dec. 30th**

- The Discovery Center's Kids New Year's Eve Extravaganza: 10am-2pm (free with admission)
- Ice Skate Open Skate at the Ice House Sports Complex in Binghamton: 5:30-7:30pm (\$5/per person; \$5/skate rentals)
- Home for the Holidays at the Roberson Museum: 11am-5pm (\$8/adults; \$6/seniors, students, & military; free for members & kids under 4)
- Broome County Festival of Lights at Otsiningo Park: 5-10pm (\$25/carload)

**Sun. Dec. 31st**

- Kids Skate Free at Skate Estate: 12pm-6pm (free admission; \$3 for skate rentals)
- Home for the Holidays at the Roberson Museum: 11am-5pm (\$8/adults; \$6/seniors, students, & military; free for members & kids under 4)
- Broome County Festival of Lights at Otsiningo Park & fireworks: 5-9pm (fireworks at 7pm) (\$25/carload)
- Uncorked Creations Open Ceramics Studio: 10-3pm (cost based on the piece chosen to paint)

**Mon. Jan 1st**

- First Day Hike at Chenango Valley State Park (two hikes- one more challenging than the other): 1pm (free admission)

**Other ideas for the 1st day of the new year**

- Visit the Ross Park Zoo
- Go ice skating (SUNY Broome or Dicks Sporting Goods)
- Pick up a grab-n-go craft kit at the library Saturday & have a craft day!
- Stock up on books & movies at the library Saturday & have a reading/film fest!
- Grab some hot cocoa & walk around downtown to look at decorations & lights
- Play games at Robot City Arcade
- Pick out a cookbook at the library on Saturday & bake or cook a new recipe!

📣 Boost this post to reach up to 3201 more people daily if you spend \$42.

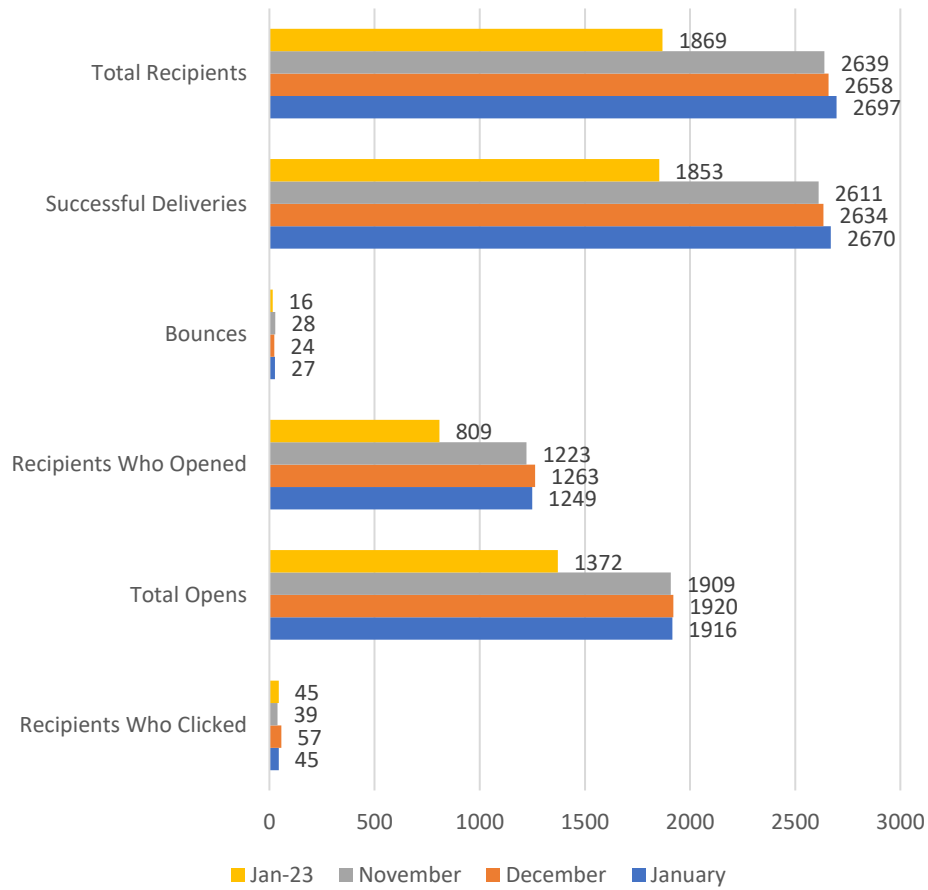
Boost post

👍❤️ 69

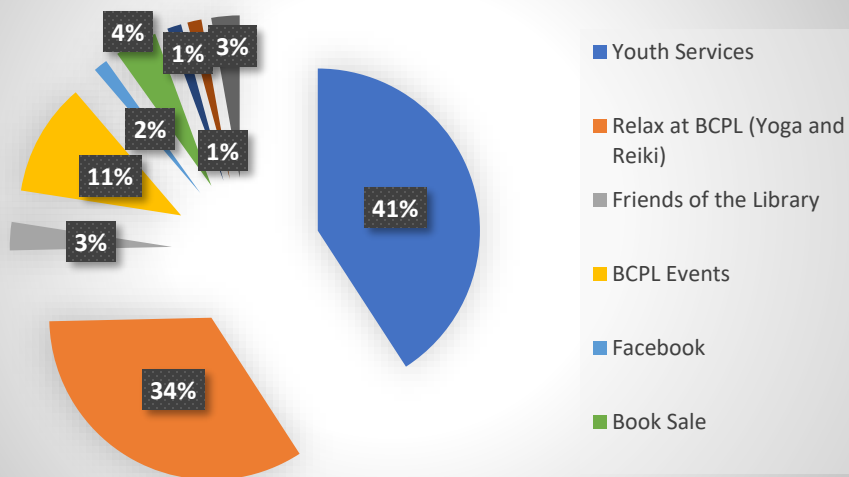
6 comments 67 shares

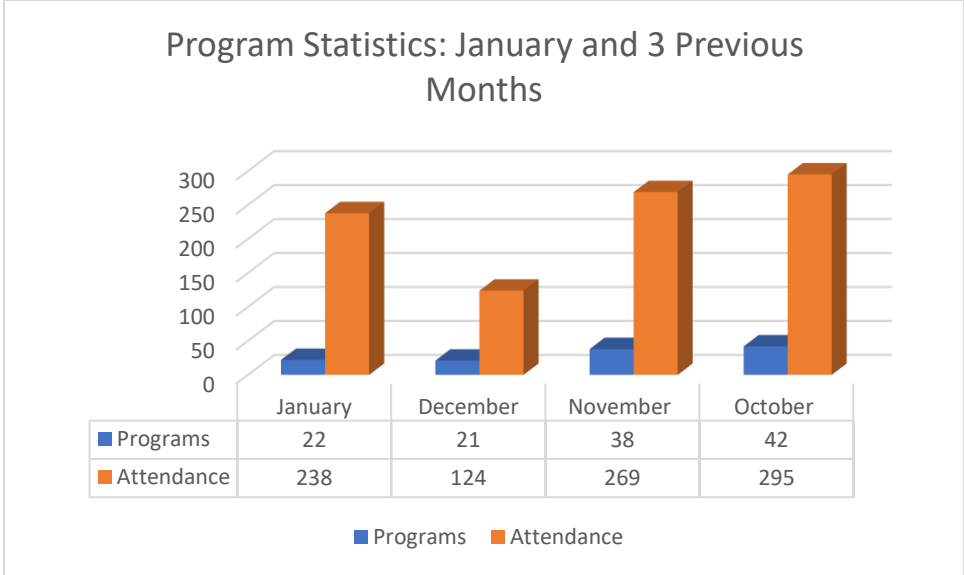
This post had more reach and interactions than almost all of the other library posts put together. We should look at the communities touched by these 67 shares and consider joining them and seeing if it is within the community rules to make some posts there if the extra labor is worth the results. The Broome County Community FB page has 12K members and is probably worth a look.

## In the Loop: Analysis for the Last Three Months and January 2023



## In the Loop: Clicks for January





Considering 2 programs were cancelled, that half of the Information Services was out sick for a week and we had some weather closures, these are decent numbers. As we move forward with our outreach and recruiting outside organizations and outside instructors to bring expertise and programs into the library, our program numbers will be more resilient, with great experiences being available to our patrons despite staff leave.