

Account	Budget-orig	Budget-adjust	Encumbered		Spent		Remaining	
Salary and Benefits								
6001000 SALARIES FULL-TIME	650,915				631,411.79	97%	19,503.21	3%
6001001 SALARIES PART-TIME	116,840				100,342.07	86%	16,497.93	14%
6001002 SALARIES TEMPORARY	0				1,657.66		-1,657.66	
6001003 SALARIES OVERTIME	0				10,314.14		-10,314.14	
Total Salary	767,755				743,725.66	97%	24,029.34	3%
6008001 STATE RETIREMENT	113,600	101,598			91,958.23	91%	9,639.77	9%
6008002 SOCIAL SECURITY	58,733	58,733			54,164.49	92%	4,568.51	8%
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			116,224.49	95%	6,522.51	5%
6008009 RETIREE HEALTH INSURANCE	321,917	309,991			261,462.92	84%	48,528.08	16%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	3,500			0	0%	3,500.00	100%
6008014 NYS Voluntary Defined Contribution	0	12,002			12,360.92	103%	-358.92	-3%
Total Benefits	632,847	612,921			540,377.57	88%	72,543.43	12%
Salary and Benefits	1,400,602	1,380,676			1,284,103.23	93%	96,572.77	7%
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	6.34	0%	35,647.49	356%	-25,653.83	-257%
6004010 BOOKS AND SUBSCRIPTIONS	1,000	1,000	0	0%	560.47	56%	439.53	44%
6004012 OFFICE SUPPLIES	2,400	2,400	399.51	17%	1,917.15	80%	83.34	3%
6004021 BLDG MAINTENANCE SUPPLIES	800	800	0.00	0%	490.06	61%	309.94	39%
6004022 FUEL AND HEATING SUPPLIES	26,000	22,000	0	0%	16,038.46	73%	5,961.54	27%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	4,300	77.94	2%	2,839.36	66%	1,382.70	32%
6004030 FOOD AND BEVERAGES	100	100	0	0%	24.49	24%	75.51	76%
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%
6004070 BOOKS ADULT SERVICES	64,000	62,000	-5,328.73	-9%	65,948.95	106%	1,379.78	2%

Account	Budget-orig	Budget-adjust	Encumbered		Spent		Remaining	
6004071 JUVENILE BOOKS	48,000	52,161.50	1,828.40	4%	50,973.25	98%	-640.15	-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	2,243.36	5%	45,464.98	95%	291.66	1%
6004075 ELECTRONIC ACCESS MATERIALS	30,980	22,980	-1,330.58	-6%	22,042.48	96%	2,268.10	10%
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	9.59	0%	10,480.30	87%	1,570.11	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%	44,726.79	89%	5,473.21	11%
6004117 BUILDING AND GROUNDS EXPENSES	29,750	33,350	40.00	0%	35,386.63	106%	-2,076.63	-6%
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%	794	40%	1,206.00	60%
6004138 OTHER OPERATIONAL EXPENSES	15,000	42,317	1,204.97	3%	20,549.87	49%	14,882.78	35%
6004147 OTHER PROGRAM EXPENSES	0	10,000	0.00	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%	4,141.80	99%	58.20	1%
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%	6,178.99	75%	2,076.01	25%
Total	452,634	485,907	-849.20	0%	463,399.39	95%	17,677.43	4%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	15,141				15,141.00	100%	0.00	0%
6004604 DPW SECURITY CHARGEBACKS	115,457				86,592.75	75%	28,864.25	25%
6004606 TELEPHONE BILLING ACCOUNT	5,085				3,585.71	71%	1,499.29	29%
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%
6004618 OFFICE SUPPLIES CHARGEBACK	209				2.52	1%	206.48	99%

Account	Budget-orig	Budget-adjust	Encumbered		Spent		Remaining	
6004619 BUILDING SERVICE CHARGEBACK	41,720				23,655.82	57%	18,064.18	43%
Total Chargebacks	262,519				213,865.80	81%	48,653.20	19%
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		-849.20	0%	1,969,151.35	92%	162,903.47	8%
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	5,777.52	72%	2,222.48	28%	
5000102 COMMISSIONER OF FINANCE	0	91.35		-91.35		
5000177 RENTALS & FEES	11,500	6,190.00	54%	5,310.00	46%	
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	11,105.94	74%	3,894.06	26%	
5000451 INTEREST AND EARNINGS	3,000	394.16	13%	2,605.84	87%	
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	2,134,313.66	101%	-10,775.66	-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	

Director's Report

Josias Bartram

January 13, 2022

Meetings – December

- 4CLS
 - Directors Meeting
- Board
 - JoAnne Hanrahan
 - Kate Miller-Corcoran
- Friends
 - December Meeting
 - Kathy Groover and JoAnne Hanrahan (x2)
 - Ellen Feldman and Wayne Rozen (SCORE), Kathy Groover, JoAnne Hanrahan, Wallis Kraham, Dale Ketcham – annual appeal
- Grants and collaborations
 - Peer Support Partnership/Klee grant (x5)
 - Sulai Burns – Support Black Businesses 607
 - Dale Ketcham (x2)
 - Kathy Groover (x3)
- Library Market - Logo/branding (x2)
- CSEA contract negotiations

Frequently Referenced People and Terms

- I've continued to add the [Frequently Referenced People and Terms doc](#). It's by no means finished, but I will chip away at it a little bit every month. Let me know if there's anything that I should prioritize.

Finances/Budget

- The December financials are attached.
 - These aren't the final 2021 reports yet because we're still waiting on a few bills and chargebacks as well as closing out the remaining POs.
 - You'll notice that we made significant budget transfers again. In fact, Jerry Knebel helped us to transfer from the 8000 lines (benefits) to the 4000 lines (contractual expenses) which allowed us to spend more than we originally had in those lines while still remaining under budget overall.
 - We took in more revenue than we budgeted for.
 - The negative encumbrances are due to 2020 POs being rolled over to 2021.

Peer Support Partnership

- We've named our Klee-funded collaboration with Catholic Charities the BCPL Peer Support Partnership.
 - The Friends received the first \$50k check from the Klee Foundation.
 - The two Peer Support Specialists will be starting on 2/14 but are visiting the Library next week to meet staff and help determine what furniture and supplies we need to purchase to set the Public Lounge up as the headquarters for the project.
 - Kathleen Shores will be the onsite supervisor for the project and staff.
 - Along with Dale Ketcham, Kathy Groover, and Kathleen Shores, I've had extensive meetings with Catholic Charities over the past month to make sure that we have everything set up and

ready to go. We plan to continue to meet weekly until everything is running smoothly, and then meet monthly for the duration of the project.

- We will be officially announcing the project at a joint press conference with the Klee Foundation, Jason Garnar, the Friends, the City, and Catholic Charities in mid-February. It's looking likely that it will be on February 15th, but I will follow up with invitations once that's confirmed. We would love to have any trustees who are available in attendance.

Fundraising

- I am continuing to work with the Friends on an inaugural direct appeal coinciding with Library Week (April 3-9, 2022).
 - It will be focused on raising funds for our projects and renovations in Youth Services.
 - Kathy Groover (Treasurer of the Friends) will be attending the board meeting to give you more details and ask for your active support.

Logo/Branding

- Our proposed logo is attached for your consideration. It's been approved by both the logo team and the Marketing Committee. Lindsay Sarin—our project manager from Library Market—will be joining us to present the design.
- Once it's fully approved, Library Market will be giving us files for all of the versions on the proof sheet, along with black and white and greyscale versions.
- We went with this option because of its versatility to serve as the foundation for our larger branding efforts. I would ask that if you don't love it at first sight, please sit with it and give it an opportunity to grow on you. We put a lot of effort into the process and I am confident that this is the right logo for us.

Personnel/Hiring

- Gill Friedlander started in our Librarian I position on Monday (1/10), and Nicole Paolillo moved into the new Library Assistant position on the same day. We're thrilled to have them both, and to have Reference as close to fully staffed as it's been in more than a decade.
- We're promoting Emma Wagaman to full-time Library Clerk and she's moving from Youth Services to Circulation.
- We still have two part-time Library Clerk positions and are waiting for the civil service exam on 1/22.
- We are making progress on filling our Custodian position.
- The tentative agreement with the CSEA is attached for your approval. I'm happy with how the process went this year and pleased that we were able to address many of our staff's most pressing concerns.

COVID

- So far, we have been very fortunate to never have more than 3 staff members in quarantine simultaneously. If we start to get above that number, it may be necessary to limit our hours or close entirely. Other local libraries have already been in this position. Jennifer and Sherry have both worked shifts at the circulation desk in order to keep us open in the evening, and I'm grateful for their contributions.
- The state has made it clear that as long as we have the staff to operate, we need to remain open for our mandated 60 hours/week.

- Along with other local libraries, we helped to distribute masks and antigen test kits last week. The demand greatly outpaced the supply which led to a couple of eventful days.
- The temporary allowance for remote meetings under the Open Meeting Law expires on 1/15, so we are just squeaking through with this meeting. I have heard some rumors that the governor might be about to extend it. If not, our February meeting will need to be held in person.

Programs and services

- Next week, we will be hosting [Innocent Souls](#), an exhibit of Vietnam War photos taken by First Lieutenant Glenn Hoover during his service. His work was previously shown locally at SUNY Broome and at a number of venues nationally, including the Carter Presidential Library. Jennifer will be hanging the photos on the 17th, and Glenn will be flying in from Florida to give a presentation on the 22nd.
- The Salvation Army will be serving soup from a tent in our parking lot every Monday afternoon. They started this week and it went well for an initial effort.
- Sherry is running a food drive that will culminate in distribution in our Public Lounge on MLK Day.
- The chemo care packages were a big success. Sherry collected more than were needed locally and drove the remainder to the Guthrie Clinic in Sayre.
- The AARP will be running their tax assistance program out of the Ahearn Room this year.
- We've restarted our yoga program, paid for by the Friends as it was before COVID.

Facilities

- DPW removed two diseased trees and a number of barberry bushes from the front of the library. Starting in the spring, the Friends (specifically Kathy Groover) have arranged for the BOCES gardening program to begin working on our landscaping outside of the reading garden.
- We have been having lots of issues with our front doors over the past month. Ultimately, they will need to be replaced and I am working on a funding strategy.
- The Friends are paying to replace the projector and screen in the Decker Room. I am grateful for their support since this is core equipment for us.
- We have a number of large 2022 projects that should be underway soon, and a few that will be coming later in the year. The first batch include:
 - Finishing carpet replacement
 - Finishing painting
 - Replacing security cameras
 - Replacing people counters
 - Beginning work on Youth Services

My Schedule

- My schedule over the next few months is going to be a bit more chaotic because my son has moved in with me while he finishes his senior year of high school in Ithaca. He's close to getting his driver's license, but for the meantime I will be doing a lot of driving. In the worst-case scenario, this will last until his graduation in June. I will still be working a minimum of 40 hours/week, but it may involve more evening and weekend hours.
- I have two vacations planned for the first quarter of 2022:
 - February 21-23
 - March 25 & 28

Data Analytics Monthly Report (January 2022)

Submitted by Jennifer Keysor

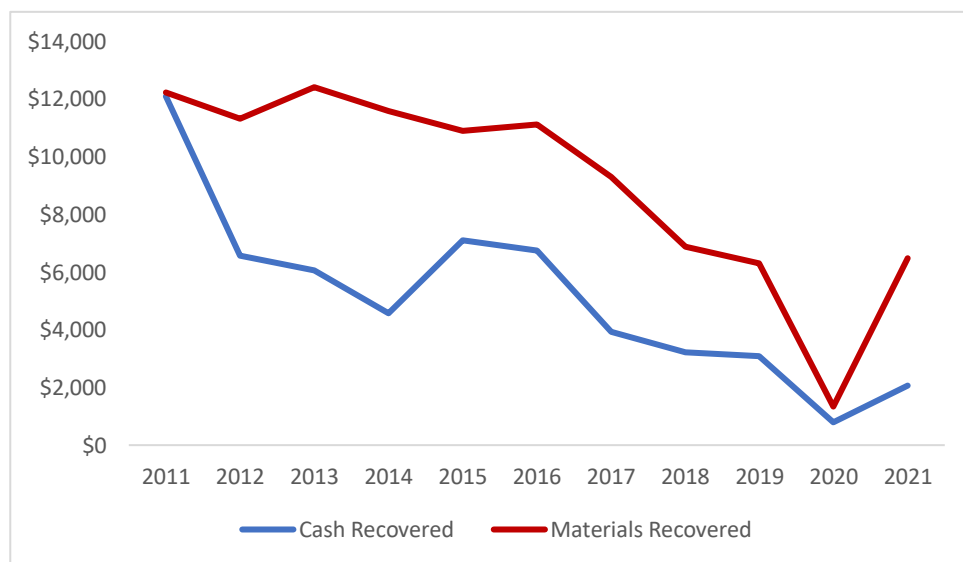
Unique Management

	Cash Recovered	Materials Recovered	New Accounts	Paid in Full
MAY	\$333.79	\$682.78	2	6
JUN	\$49.00	\$1,200.66	5	2
JUL	\$199.35	\$210.94	2	3
AUG	\$156.92	\$493.75	9	4
SEPT	\$106.99	\$626.22	10	5
OCT	\$343.50	\$193.81	8	6
NOV	\$66.89	\$350.74	9	2
DEC	\$114.93	\$1,356.06	13	6

Year				
Total	\$2,066.42	\$6,467.20	83	46

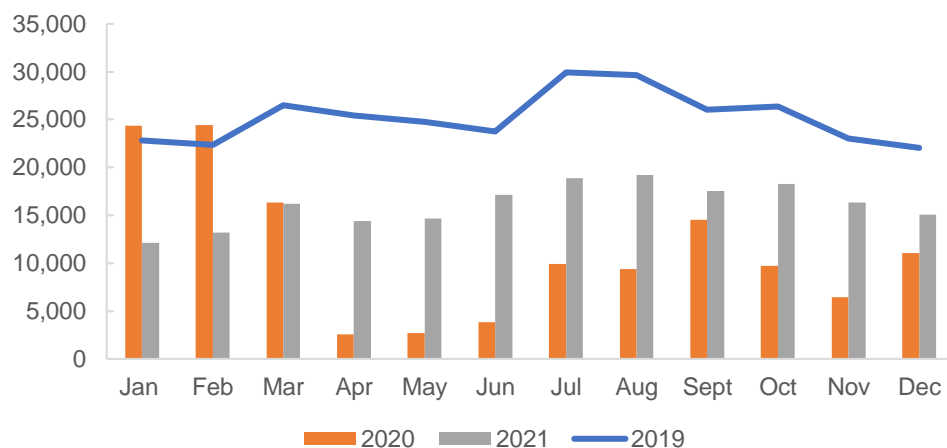
Unique Management: Cash and Materials Recovered by Year

If you ignore 2020 as an anomaly, the line for cash recovered would still be trending downward at about the same rate, while the value of materials recovered would have seen a slight increase (3%).



Total Monthly Circulation

The total circulation for December was **15,078**. This was a 8% decrease from last month's circulation number. Circulation is still down 32% from December of 2019. Total circulation for the year was up 36% from 2020, but still down 43% from 2019. As you can see, we still have a ways to go.



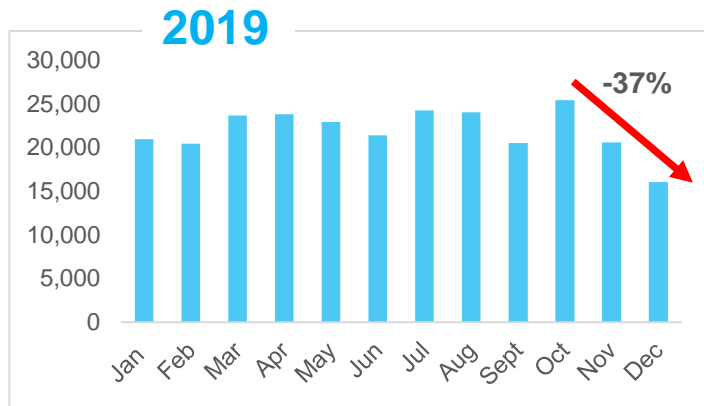
Door Count

December

The total door count for December was 9,624, with an average of 385 patrons per day visiting the Library. Total visitors to the Library increased by 1%, and visitors per day decreased by 7%.

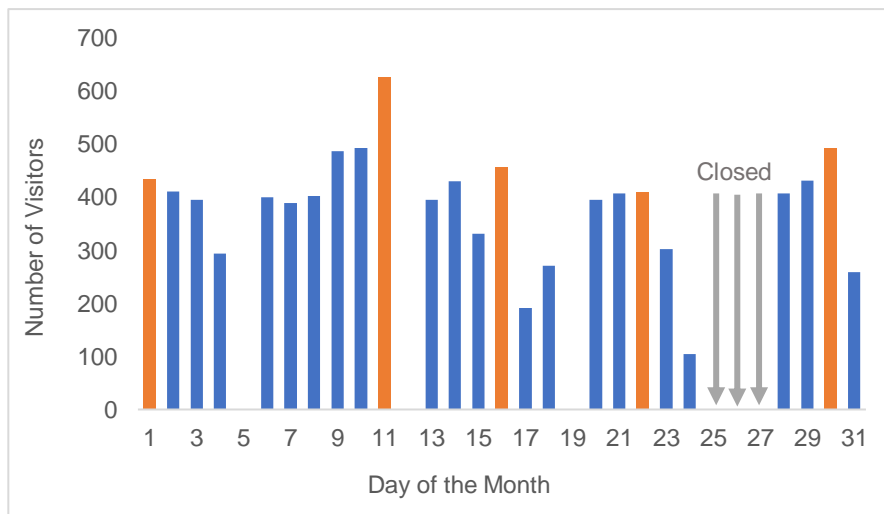


The drop in the number of visitors from October to December this year was much less than is normal. November's number being even slightly higher than December's Door Count is also a deviation from the normal pattern.



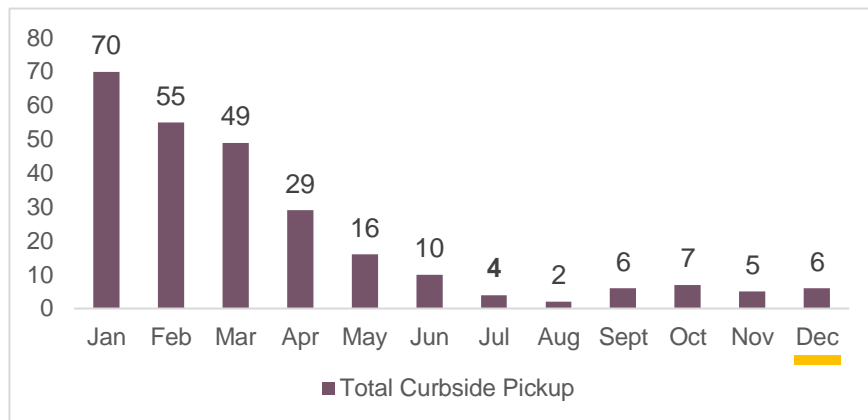
Daily Totals

The daily door count totals for December ranged from a low of 104 on Christmas Eve (we closed at 1:00), to a high of 628 the Saturday of the book sale.



Curbside Pickup

After hitting highs of 606 and 580 in October and November of 2020, Curbside Pickup began to steadily decline, as shown below. After a slight increase in the recent months, Curbside Pickup has stabilized at around 6 requests per month (+/-1).



Overdue and Lost Item Notices Sent Out in December

Overdue Notices Mailed

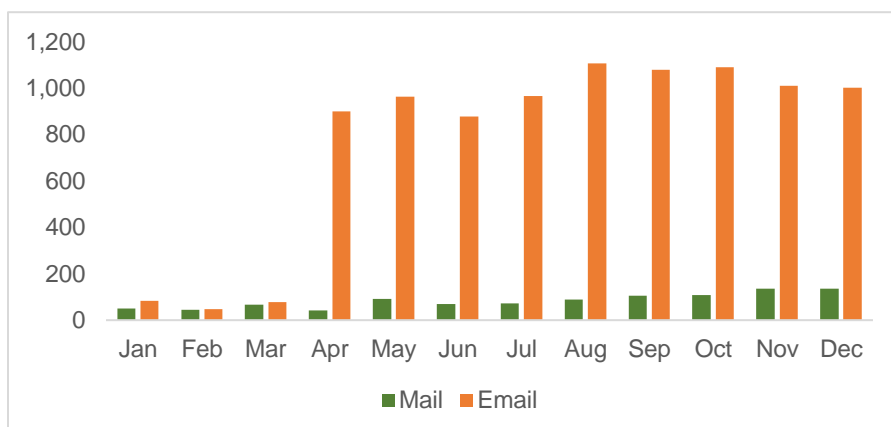
136 (12%)

Overdue Notices Emailed

1,000 (88%)

Overdue and Lost Item Notices Sent Out By Month

The total overdue notices sent out in December went down very slightly (1%) from the previous month. For comparison purposes, there were 205 overdue and lost item notices mailed in December of 2019, and 1,466 notices emailed.



New Patron Registrations

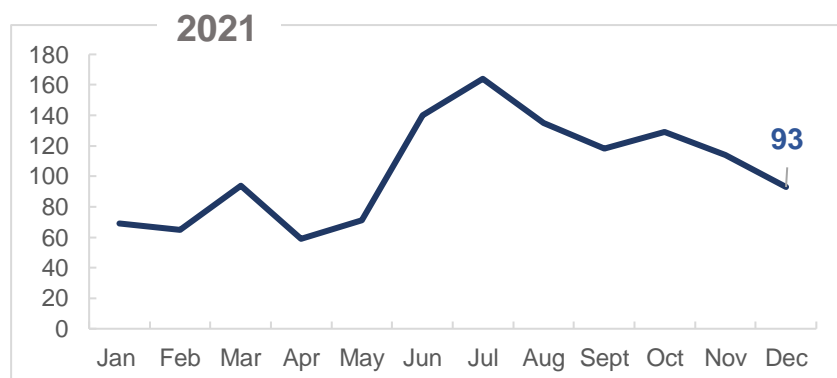
Comparison of New Patron Registrations for Library Cards, Hoopla, & Overdrive

The number of new registrations for Overdrive continues to drop, while new registrations for Hoopla remained at about the same level. Of the 93 new library card registrations, 79 of them were for adult cards and 14 were for juvenile cards. There was also one additional online temporary library card registration.

	Hoopla	Overdrive	Library Cards
January	20	20	69
February	24	20	65
March	18	17	94
April	14	14	59
May	18	19	71
June	23	31	140
July	25	27	164
August	12	26	135
September	22	28	118
October	22	27	129
November	19	24	114
December	20	17	93

New Library Card Registrations over the last 12 months

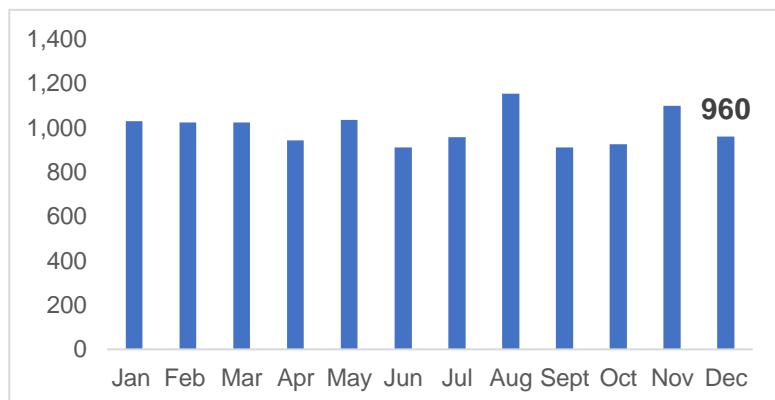
During the month of December, new library cards registrations decreased once again, this time by 18%. And again, this decrease can be traced solely to a drop in the number of new adult library cards given out. The number of new juvenile cards stayed stable (+1%), while the number of new adult library cards dropped by 22%.



Downloadables

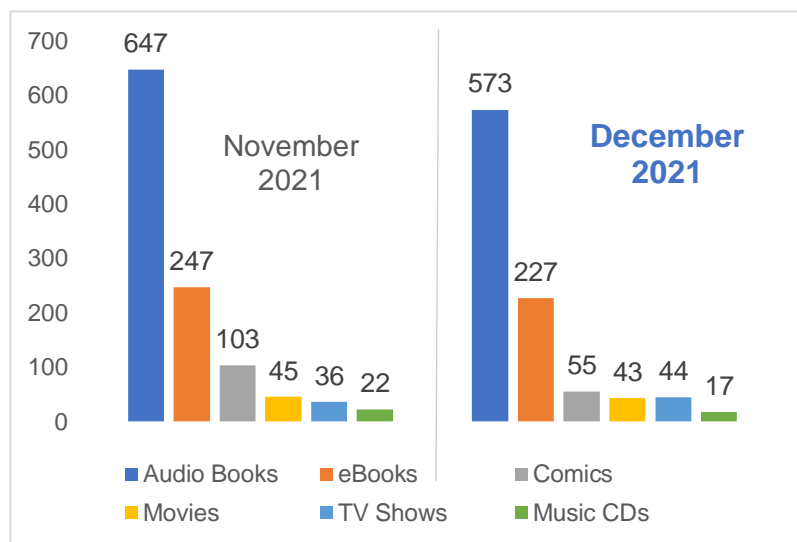
Total Hoopla Circulation Over the Last 12 Months

Total Hoopla circulation for December decreased by 13% in comparison to November. Overall, we are maintaining a fairly consistent up and down pattern with circulation staying in the range of the low 900s to just over 1,000.



Hoopla Circulation by Category (December 2021)

As seen above, overall circulation for Hoopla went down. The decrease was spread out, but Audio Books, eBooks, and Comics saw the biggest drops by far.



Overdrive Circulation Over the Last 12 Months

Overall, the circulation for Overdrive during December went up slightly. This increase is the result of an increase in demand for Audio Books; the number of eBooks checked out dropped. There were a couple of months where the demand for eBooks was higher, but overall, Audio Books were the highest circulating format for the year.

		eBooks	Audio Books	Total Circulation
2021	January	601	631	1,232
	February	574	546	1,120
	March	563	645	1,208
	April	548	560	1,108
	May	470	607	1,077
	June	512	553	1,065
	July	602	574	1,176
	August	577	537	1,114
	September	474	582	1,056
	October	429	650	1,079
	November	490	585	1,075
	December	480	604	1,084
	Yearly Totals	6,320	7,074	13,394

Public Computer and Wireless Access

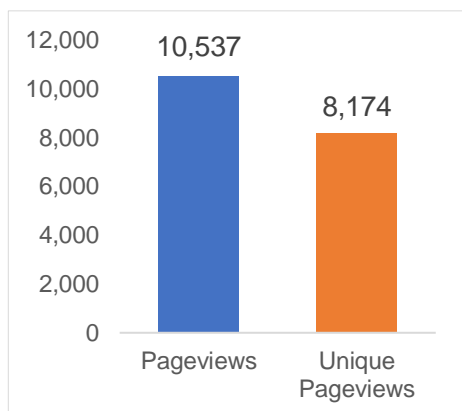
The use of the public PC's decreased by 5% from November, and it is still down 62% from December of 2019. We continue to do much better with the wireless use, which was only down 10% from pre-pandemic levels this month. Use of the wireless went up very slightly (0.1%) over last month's number.

	Public Computer Sessions	Wireless Sessions
December 2019	2,286	8,752
December 2020	301	3,315
December 2021	880	7,889

Website Analytics

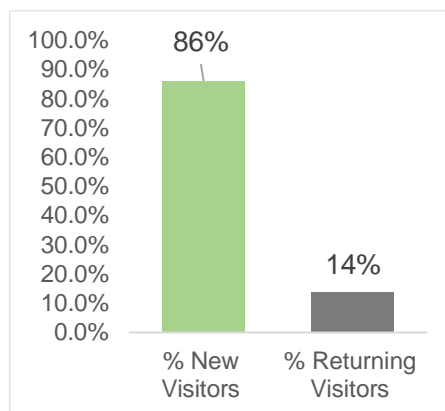
Pageviews vs Unique Pageviews

The number of unique pageviews for December was 78% of the total pageviews. This remains consistent with the trend for the last two years. During that time, the number of unique pageviews has gone up and down between 75% and 81%.



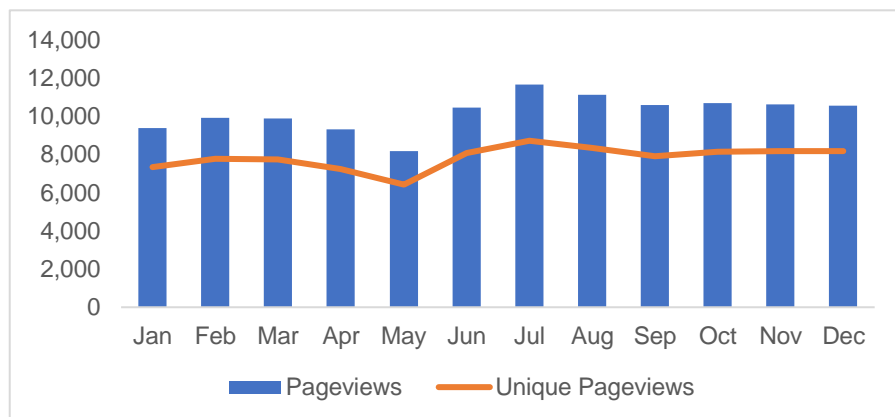
Visitors by Percentage

The percentage of New Visitors to the website was much higher than the percentage of returning visitors. This has been a consistent trend.



Pageviews and Unique Pageviews for the Last 12 Months

The number of Pageviews dropped by 1% for the second month in a row, and the number of number of Unique Pageviews remained relatively stable (drop of 0.04%).



Bounce Rate (percentage of users who leave the site without visiting a second page)

The bounce rate for new visitors in December was **66.8%**, and for returning visitors it was **61.5%**. This was an increase for new visitors and a decrease for returning visitors.

Systems and Facilities

Submitted by Jennifer Keysor

Building Update:

- Northeastern Plate Glass replaced the glass in the broken window along Court Street. It is nice to see the plywood gone and the window whole again.
- The large bulletin board across from the Circulation Desk is finished and the document and brochure holders have been installed. Thank you to Tom for all his hard work and persistence in building it. Everything that was on the table has been moved to the bulletin board, and the table has been removed. I still need to move the civil service job postings up to the bulletin board. They are currently on one of the small bulletin boards in the Ahearn Room and will be moving to the empty document holders up front.
- The remaining two trees in the center island of the main parking lot have been removed, along with the Barberry bushes running along Court Street on the edge of the parking lot. The trees were diseased, and the Barberry bushes are an invasive species. New landscaping will be done in the Spring.
- We continue to have various problems with the front doors. Most of the issues have been with the first two handicap doors, but the problems are not exclusive to the power doors. There are mechanical issues with the outer doors and the inner non-handicap door leading from the Rotunda into the Library made a very loud, and probably not good, popping sound when I opened it early Monday morning after unlocking the doors. The outer handicap doors have either been sticking shut and refusing to open with either a badge or the handicap button or getting stuck halfway open. We have so far been able to resolve the issues each time they happen, but I cannot guarantee that will always be true. We will need to replace all the doors leading into the Library soon.
- We are doing custodian interviews this week and hope to make a job offer by the end of the week. There has been a lot of interest in the position and we have gotten some good candidates. However, the upkeep of the building and progress of ongoing projects has been impacted by being one custodian short.
- I will start hanging the canvases for the art exhibit, *Innocent Souls: Vietnam 1968*, on Monday, January 17. Glenn Hoover, who took the photos when he was a soldier in Vietnam in 1968, will give a presentation on Saturday, January 22 starting at 1:00 in the Decker Room.
- The custodians and I disassembled the Reference Office and reconfigured the space according to Sherry's wishes.
- Someone has been stealing the large rolls of toilet paper from the men's bathroom on the second floor. We will look at more secure toilet paper dispensers.
- AARP will begin doing free tax preparation in the Ahearn Room starting at the beginning of February and running through April 15. They will be at the Library on Monday, Wednesday, and Thursday of each week from 10:00-2:00. We will be able to use the Ahearn Room for programs when they are not there.

- January's Friends of the Library book sale will be the week, January 27 – January 29, in the Decker Room and Public Lounge. Thursday, January 27 will be for members of the Friends only, January 28 will be open to everyone, and January 29 will be the bag sale.
- We are still waiting for PCC to get back to us about installing the new projector and screen in the Decker Room. Until that is completed, we will continue to use a portable projector.

Youth Services

Submitted by Kelsey Matoushek

Notable things to report in Youth Services:

- Barnes & Noble donated two boxes of children's books to the library to hand out to families throughout the holiday season.
- The Executive Director of Kopernik Observatory submitted a grant proposal to NASA'S Universe of Learning Informal Learning Network that names the Broome County Public Library as a partner. If awarded, Kopernik would bring their mobile planetarium to the library for a summer program at no cost to the library.
- Starting on December 20, 150 holiday themed Grab-N-Go bags were handed out to children, and 62 ornament Grab-N-Go bags were handed out to teens. All bags included treats. Thank you to Binghamton University's Circle K organization 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 December:
 - 7 people attended the holiday story time for all ages on December 3.
 - 24 people attended the December 4 LEGO Club.
 - 33 people attended the Kids Create Paper Circuit Holiday Card program on December 11. An additional 31 kits were handed out as Grab-N-Go bags.
 - 0 people attended the Teen Craft & Chat program on December 16.
 - 9 people attended the December 18 LEGO Club.
 - The average attendance for Lapsit Story Times was 6.
 - 13 children participated in our Elf Scavenger Hunt program between December 13 and December 31.
 - 34 children participated in the Plinko program during the week of December 27.
 - 2 children participated in the Kids Create Gumdrops Engineering program on December 29. An additional 48 kits are being handed out as Grab-N-Go bags.
 - 3 children participated in the Snowflake Scavenger Hunt on December 30.
 - 8 people participated in the New Year's Eve Noisemaker Craft program on December 31.
- Kelsey, Kathy Groover, and Dale Ketcham met with Jenn Hill at the American Civic Association on January 5 to collect information and to discuss bilingual story time.
- Summer Reading Program preparation has started. 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 two performers.

Upcoming in Youth Services:

- Kelsey volunteered to host the January 10 School Librarians of the Southern Tier East meeting.

- Kelsey will be joining the Head Start Policy Council as an At Large Community Representative in January. The first meeting will be on January 26.
- The following events will be held in January:
 - Winter session of Lapsit Story Time
 - This program will be offered three times per week, January 17 through March 11.
 - LEGO Club every other Saturday, beginning on January 8.
 - Paper Snowflake Challenges on January 15.
 - Teen Craft & Chat on January 20.
 - M&M Watercolor Art on January 29.
 - Grab-N-Go bags the week of January 31.
- Future Youth Services programs include:
 - A Valentine's Day Family Story Time on February 11.
 - A Candy Hearts Catapult STEAM program on February 12.
 - A Chinese New Year lesson for homeschoolers in February.
 - A Winter Family Story Time on February 25.
 - A Paper Plate Marble Maze STEAM program on February 26.
 - A St. Patrick's Day Family Story Time on March 17.
 - The Tri Cities Opera will partner with the Youth Services Department to offer a Garden program for families on May 14, 2022. The program will be based on the book "Stone Soup." The author of the book, Heather Forest, will make an appearance at the event.

Circulation

Submitted by Kathleen Shores

Notable things in December:

- Nicole Paolillo is officially the new full-time clerk at Circulation as of 12/13/2021.
- On 12/28 during the Circulation meeting between Josias Bartram, Sherry Kowalski, and Kathleen Shores, it was decided that Nicole would be offered the new Library Assistant position in Reference. Nicole happily accepted this position and will begin 1/10/2022.
- Emma Wagaman has shown interest in becoming a full-time staff member to replace Nicole Paolillo at Circulation once Nicole is in the Library Assistant position. Kelsey Matoushek and Kathleen Shores decided to have Emma shadow Kathleen to ensure that Emma would truly enjoy the position at circulation. Emma shadowed Kathleen for 4 hours on December 30th.
- Josias, Kelsey, and Kathleen will meet with Emma 1/10/2022 to offer her the full-time clerk position.
- There are still two part-time clerk position that need to be filled at Circulation.
- During December, guest passes were given to visitors from Arizona, Florida, Massachusetts, and North Carolina.

Information Services Report Submitted by Sherry Kowalski

December Programs/Events:

Coloring Club for Adults - There were 4 sessions of the Coloring Club in December, 19 total people attended.

Virtual Sound Bath Immersion - Lorraine Stewart held 2 sessions of the virtual sound bath immersion in December and 9 people attended.

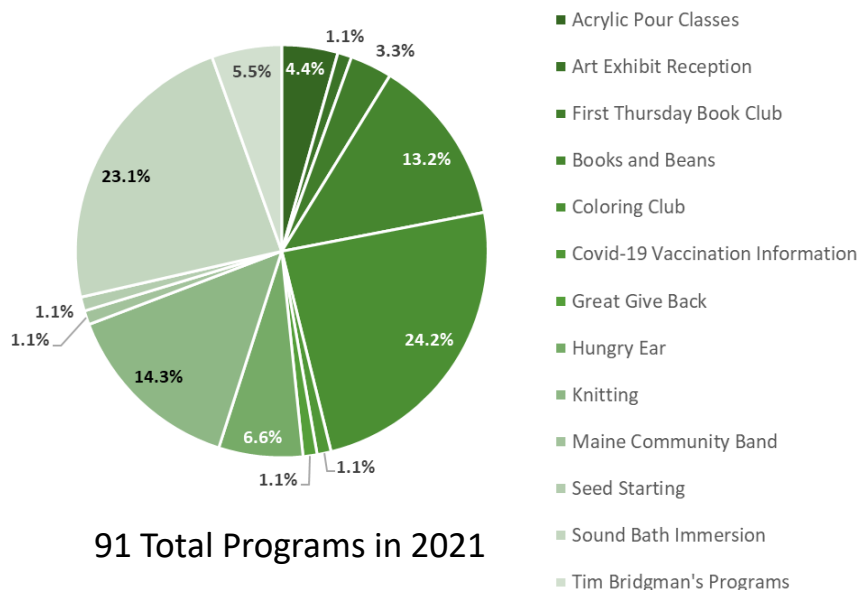
Book Club - Seven people attended the book club meeting. The group discussed Where the Crawdads Sing by Delia Owens

Library Knitting Group - Two people attended the December knitting group meeting. The knitting group has been busy with knitting for charity, the group made 210 items.

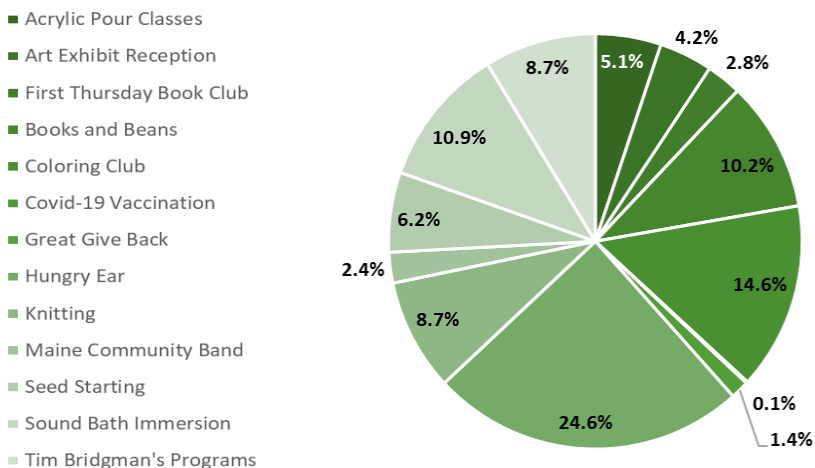
Books and Beans Book Club - Seven people attended the Books and Beans meeting to discuss Christmas at the Mysterious Bookshop by Otto Penzler. The group decided to do something special for the holiday season at the December meeting. We had take out from Lost Dog Café and we participated in a book exchange.

The Christmas Story: Not One Tradition but Many - Twelve people attended the Christmas program presented by Tim Bridgman. This program was funded by the Friends of Broome County Public Library

Percentage of Programs Held in 2021



Percentage of Attendance by Program Type for 2021



2021 Program Attendance: 836

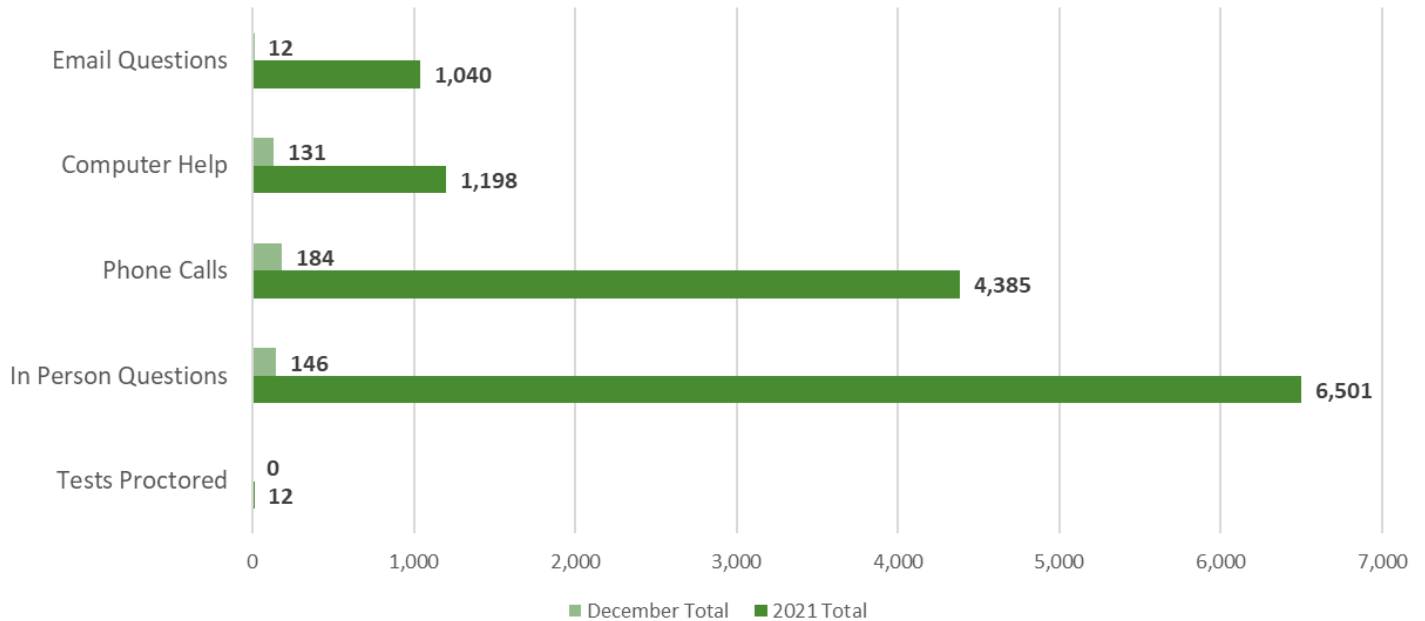
Reference:

The year 2021 has been interesting to say the least. It started out with me working as a contact tracer for the Health Department. We were not offering many programs for adults and the few that we did offer were virtual. We held 3 virtual programs in January with 22 people participating. In October, we held the most programs, 13, and had the highest attendance, 132 people.

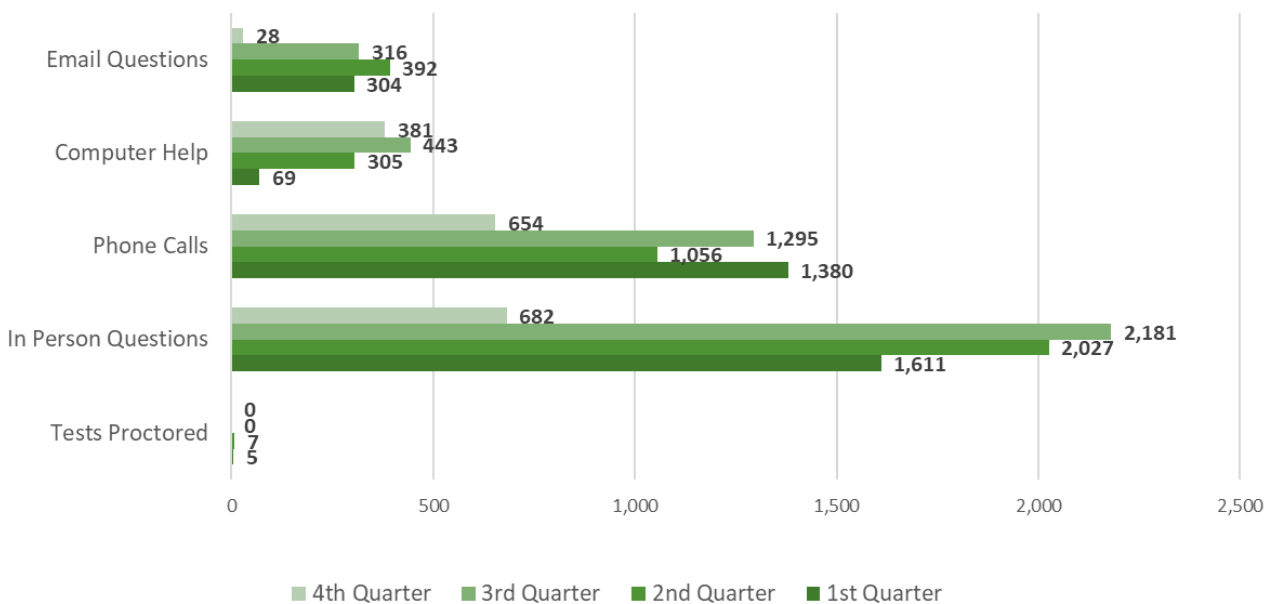
I'm pleased to report that on January 10th, Gill Friedlander will join the Information Services Department as Librarian I and Nicole Paolillo will join us as Library Assistant.

We are still collecting nonperishable food and personal care products for the pop-up food pantry on January 17th. If you would like to contribute, you can drop your donations off this week at either the Circulation desk or the Reference desk.

Reference 2021-Year in Review



2021 Reference Statistics by Quarter



Facebook Analytics Submitted by Sherry Kowalski

The Library's Facebook page saw an increase of followers in the 65+ and 45-54 age groups. We lost some followers in the 18-44 age group. The post that had the highest organic reach and the most engagements was for the Grab-N-Go bags for December. The post for the part-time custodian had a higher reach and more engagements, but it was a post that we boosted.



Broome County Public Library
 December 20, 2021 · 🌐

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Available Now

December

Grab-N-Go bags





Happy Holidays!



Children's bags for ages 4-11

Teen's bags for ages 12-18



Come in and get a bag that includes a craft project, a STEM activity, and some other goodies.



Generously funded by the Friends of the Library group

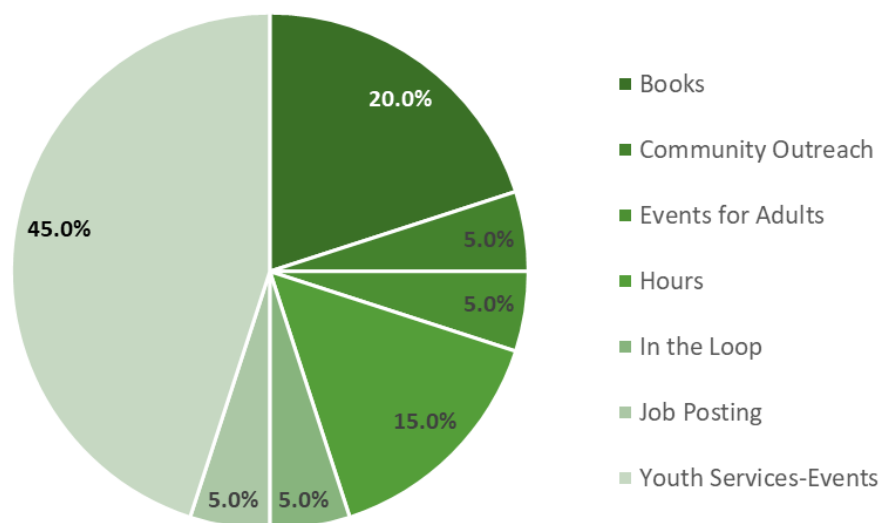
🌱 **Get more likes, comments and shares**
 When you boost this post, you'll show it to more people.

2,696
People reached

148
Engagements

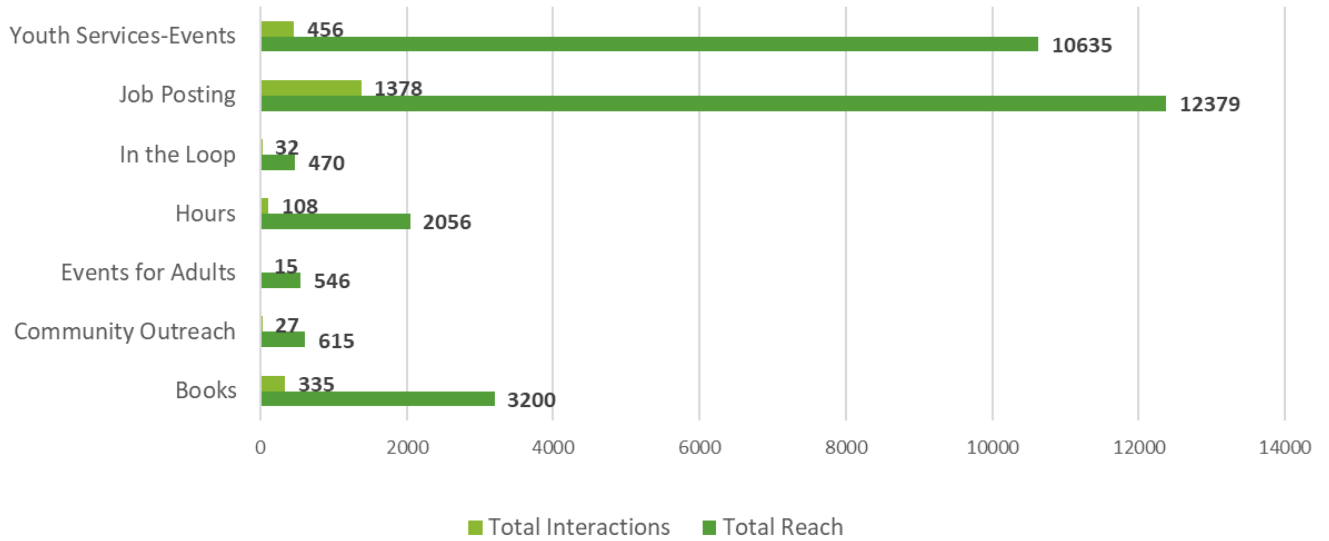
Boost post

Percentage of Posts by Category in December

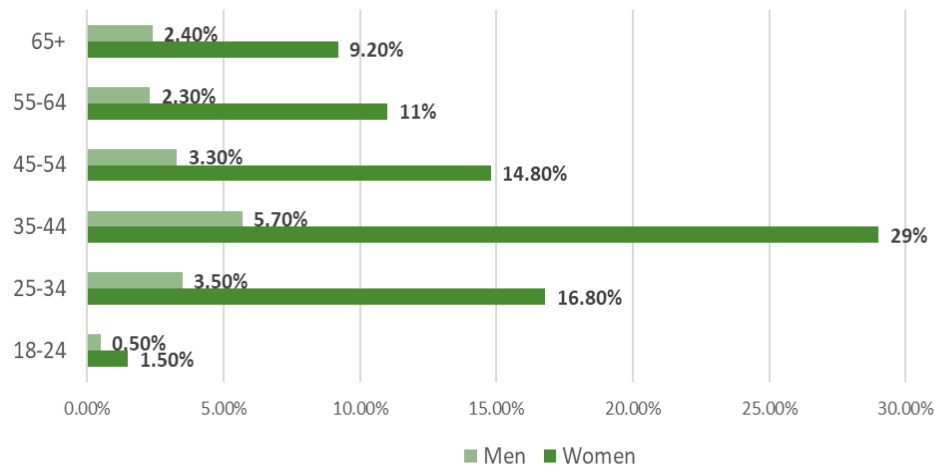


Facebook Analytics Continued:

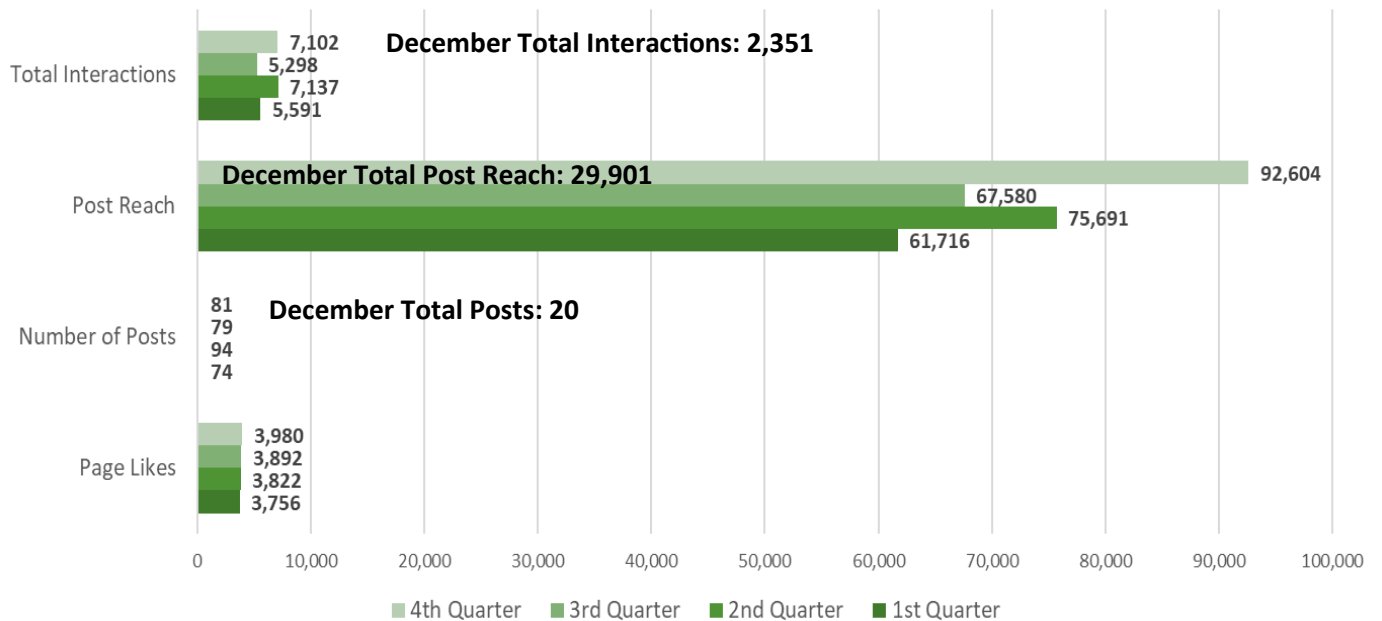
December Total Post Reach and Total Interactions by Category



Facebook Page Likes by Gender and Age as of January 7, 2022



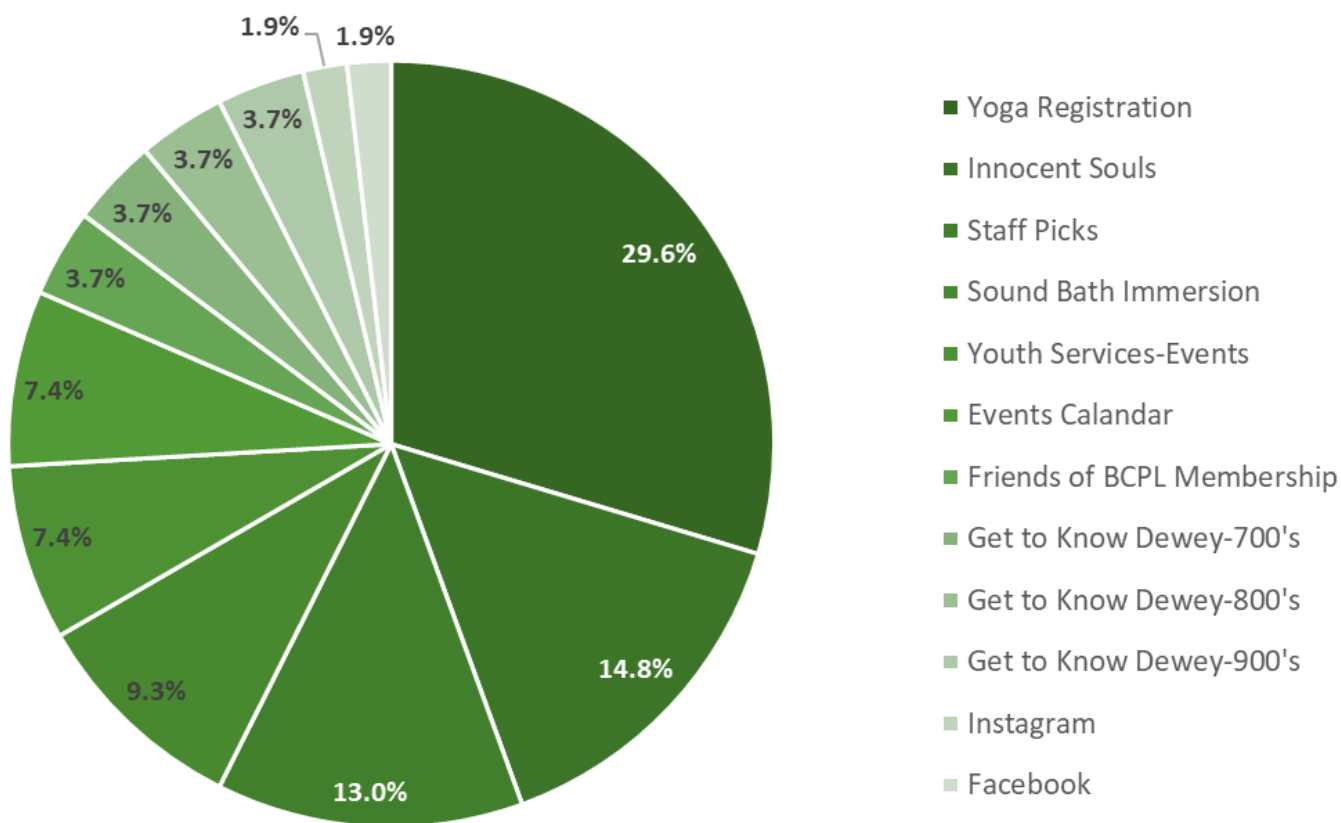
Facebook Analysis by Quarter for 2021



Mail Chimp Analytics
January Issue of "In the Loop"
Submitted by Sherry Kowalski

The January issue of "In the Loop" was sent out on December 31, 2021. The newsletter was sent to 880 people, an increase of 73. The open rate for the January issue was 39.9%. An additional 343 people opened the newsletter from the link that was posted to our social media pages. When I sent out the first newsletter in January, we only had 248 people in the database. In the past year we were able to increase that number to 880 recipients in the database. Only 193 people opened the first newsletter that was sent. The number of people that opened the January 2022 newsletter was 684, an increase of 491.

January "In the Loop" ink Clicks



Mail Chimp Analytics Continued:

