

Director's Report

Josias Bartram

July 11, 2024

Staffing/Personnel

This has been a challenging month. We've already been concerned about staff burnout in the post-COVID era, and operating without key positions filled doesn't help. Inevitably, all of us have been doing extra work. With your support, we have taken some steps to mitigate this, but they come with their own tradeoffs.

- We have tried hard to continue to encourage and model a culture of scaling things back when necessary and working within our capacity rather than working more. This has been only partially successful (both with the modeling and the encouraging), but I do think that it remains important as a cultural value. I don't want to lose more of our excellent staff by ramping up the stress to even more unsustainable levels.
- One of our key staff members is back from medical leave, which will make a big difference.
- We've proceeded with shortening our hours on Tuesdays and Wednesdays as approved at the last board meeting. This has made a big difference and I honestly don't know how we could function without it, but it does come with the extra emotional burden of disappointing/letting down our patrons.
- As also approved at our last meeting, Tammy Cummings started as a temp Librarian in Youth Services this week. She is working 30 hours per week for the summer (she's a school librarian) and will make a huge difference with both programs and desk coverage. We have some longer-term plans for this temp position once she leaves to go back to BCSD. Stay tuned 😊
- With your approval today, Jeremy Liss will be starting in the PT Library Clerk for Local History on July 22nd. We are very close to filling the other PT Library Clerk position.
- We have interviewed or are in the process of scheduling interviews with some promising Librarian I candidates. I'm feeling optimistic about filling this position.
- Librarian III has been more difficult. I plan on making another push to publicize this once I'm through the budget/board meeting crunch.
- Although not directly related, the new break room is making a big difference as far as preserving staff morale goes.

Budget & Financials

The 2024 financials are on track. There are some areas that I want to touch on, which I've highlighted in yellow on the report. The budget (both 2024 and 2025) is going to be our main informational topic at tonight's meeting.

The 2025 Budget proposal is still a little murky due to some glitches/growing pains with the implementation of the new system that I mentioned last month. The attached is quite close to what our final proposal to the Executive will look like. I will bring it back once we make it through that hurdle, so you will have another chance to review the proposal that actually goes to the Legislature.

- We are asking for the largest increase of my tenure. This is partially out of need and partially out of strategy. I will cover this in more detail at the meeting.
- Our Budget Meeting with OMB and the Executive's Office is on July 23rd at 1pm. Kate, Sherry and I all plan to attend. Given how the BC Budget process works, this is when we'll have a pretty good idea of what 2025 will look like. I will cover this in more detail tonight.

Rumors and Insinuations

I'm a bit concerned about some of the inaccurate rumors and insinuations about the Library that have been spreading among housing advocates. A lot of this has been among advocacy groups on social media, and one group in particular. This worries me less. More concerning has been the repeated mention of the need to ensure that no one is banned from libraries within the City of Binghamton in City Council's discussions of their new homelessness legislation. This has been

the only specific example used in these discussions and it's come up with some regularity and made it into the news. We haven't been specifically named, but there is of course only one library within the City of Binghamton.

- This is particularly galling to me because it often feels like we are one of the only organizations in downtown Binghamton that is actually doing the work of providing shelter and services for the homeless. It's important work, but as you all know from our discussions, it's difficult and it wears on our staff. As these discussions were taking place in City Council, our custodial staff has been cleaning up human feces from our back sidewalk on a daily basis. Nick and Dustin (from Broome County Security) then had to watch hours of security footage to find some of the culprits in action, and I had to have a very awkward conversation with a regular patron. We are so careful to protect the rights of all of our patrons regardless of their housing status, but our staff faces a seemingly endless torrent of harassment and abuse, and the only way to protect them is to ban folks when it's warranted. If you can't tell, this one really gets to me. I deeply resent the implications.
- I attended City Council last night, handed out copies of our Annual Report (which thank all of the council members by name), information on our peer support, and my business card. I didn't focus on the discussion around banning, although I did mention briefly that we have an established process and that no one is being discriminated against based on their housing status. Despite the emotion in the previous paragraph, I was my usual friendly and collaborative self. I invited all of them to come for a tour to see all of the good that we are doing and to address any concerns about banning.

8 Pine Street

We will be discussing this in more detail at the meeting, but the abandoned house at 8 Pine Street is becoming a big issue for us. Sarah Glose has been helping through the City and the County has been as well, but our options are somewhat limited.

Facilities

- Our new air handlers are here and ready to go in. This is a really big project and will require closing the Library for a full week in order to bring in a crane. It currently looks like it will happen the week of Indigenous People's Day. The Library is already closed for staff training on that Monday. If this timing holds, I plan to make the staff training a multi-day event and to hold it off site. Regardless of how we use it, this time will be a nice break for our staff but a difficult imposition on our regular patrons.
- The next step will be applying a sealant to our roof membrane, which will happen next year. It's rated for an additional 20 years.
- When I started as Director, these two projects were looming as unfunded necessities. The fact that the County is taking care of this for us really illustrates how much the relationship has improved.

Assistant Director's Report

Sherry Kowalski

July 9, 2024

- The bulk of my time this month has been spent on filling the clerk and librarian positions. Progress is slow but we are moving in the right direction.
- I am still waiting for our Constant Contact account to be fully set up. I was hopeful that the July newsletter would be sent out with Constant Contact but maybe it will be set up for the August newsletter.
- I will attend the BAC meeting on July 11th for the review of the contract with ProQuest for Newspapers.com. The Broome County Legal department has contacted me to let me know that there may need to be quite a few changes before it is finalized. Our last contract we had with ProQuest required many changes as well.

Account	Budgeted	May	YTD		Remaining	
Revenue						
5000100 LIBRARY COPY FEES	12,000	1,271	6,271	52%	5,729	48%
5000177 RENTALS & FEES	8,500	600	3,600	42%	4,900	58%
5000189 OTHER LOCAL GOVERNMENTS	846,573	-	211,643	25%	634,930	75%
5000312 RENTAL CHARGEBACKS	49,000	-	-	0%	49,000	100%
5000426 MISCELLANEOUS	10,000	572	2,811	28%	7,189	72%
5000431 MISCELLANEOUS	15,000	-	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	17,500	7,097	33,415	191%	-15,915	-91%
5000530 REFUNDS OF PRIOR YEARS EXPENDIT	-	-	1,086		-1,086	
5000531 GIFTS AND DONATIONS	500	-	-	0%	500	100%
5000545 CREDIT CARD REBATES	100	-	-	0%	100	100%
5000546 Trust Account Inflows	500		-	0%	500	
5000562 TRANSFER FROM GENERAL FUND	1,500,059	-	1,500,059	100%	-	0%
5000569 TRANSFER - DEBT SERVICE FUND	1,770	-	1,791	101%	-21	
5000808 OTHER STATE AID	98,690	-	8,300	8%	90,390	92%
5000952 ARRA DEBT REIMBURSEMENT	237	154	154	65%	83	35%
Total Revenue (operating):	2,560,429	9,693	1,769,132	69%	791,297	31%

Account	Budget	Encumbered	June	YTD	Remaining		
Salary and Benefits							
6001000 SALARIES FULL-TIME	920,950		76,620	438,580	48%	482,370	52%
6001001 SALARIES PART-TIME	149,560		9,030	49,805	33%	99,755	67%
6001002 SALARIES TEMPORARY	20,070		3,625	21,696	108%	-1,626	-8%
6001003 SALARIES OVERTIME	-		597	1,671		-1,671	
Total Salary	1,090,580		89,873	511,751	47%	578,829	53%
6008001 STATE RETIREMENT	136,887		10,377	58,168	42%	78,719	58%
6008002 SOCIAL SECURITY	82,514		6,607	37,586	46%	44,928	54%
6008004 WORKERS COMPENSATION	6,304		0	1,576	25%	4,728	75%
6008006 LIFE INSURANCE	285		7	48	17%	237	83%
6008007 HEALTH INSURANCE	143,359		10,840	63,158	44%	80,201	56%
6008009 RETIREE HEALTH INSURANCE	351,529		54,380	167,191	48%	184,338	52%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500		-	-	0%	3,500	100%
6008014 NYS Voluntary Defined Contribution	6,967		532	3,324	48%	3,643	52%
Total Benefits	731,345		82,743	331,051	45%	400,294	55%
Salary and Benefits	1,821,925		172,616	842,803	46%	979,122	54%
Contractual Expenditures							
6004012 OFFICE SUPPLIES	2,000	641	32%	862	2,311	116%	(952) -48%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	1,356	136%	391	1,009	101%	(1,365) -137%
6004022 FUEL AND HEATING SUPPLIES	26,000	-	0%	890	9,204	35%	16,796 65%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	5,716	133%	154	2,075	48%	(3,491) -81%
6004030 FOOD AND BEVERAGES	100	-	0%	-	-	0%	100 100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	-	0%	-	41	1%	5,744 99%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,684	-	0%	-	69,619	98%	1,065 2%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	5,000	-	0%	-	311	6%	4,689 94%
6004070 BOOKS ADULT SERVICES	67,550	25,602	38%	6,416	34,306	51%	7,643 11%
6004071 JUVENILE BOOKS	54,000	18,078	33%	2,896	27,000	50%	8,921 17%
6004073 SUBSCRIPTIONS	7,563	-	0%	-	244	3%	7,319 97%
6004074 AUDIOVISUAL MATERIALS	33,000	26,574	81%	1,164	11,426	35%	(5,000) -15%
6004075 ELECTRONIC ACCESS MATERIALS	33,650	6,802	20%	7,247	32,209	96%	(5,361) -16%
6004100 POSTAGE AND FREIGHT	700	454	65%	16	740	106%	(494) -71%
6004105 DUES AND MEMBERSHIPS	1,500	-	0%	1,000	1,000	67%	500 33%

6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	3,849	187%	330	2,041	99%	(3,831)	-186%
6004113 WATER AND SEWAGE CHARGES	3,200	-	0%	-	946	30%	2,254	70%
6004115 ELECTRIC CURRENT	48,000	40,000	83%	6,542	25,544	53%	(17,544)	-37%
6004117 BUILDING AND GROUNDS EXPENSES	42,807	4,046	9%	8,856	19,238	45%	19,523	46%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,000	-	0%	-	-	0%	3,000	100%
6004137 ADVERTISING AND PROMOTION EXPE	3,000	-	0%	60	1,082	36%	1,918	64%
6004138 OTHER OPERATIONAL EXPENSES	16,000	6,765	42%	3,336	12,035	75%	(2,800)	-18%
6004147 OTHER PROGRAM EXPENSES	15,000	-	0%	-	300	2%	14,700	98%
6004160 MILEAGE AND PARKING-LOCAL	700	-	0%	16	228	33%	472	67%
6004161 TRAVEL HOTEL AND MEALS	2,000	-	0%	-	77	4%	1,923	96%
6004162 EDUCATION AND TRAINING	2,000	-	0%	-	702	35%	1,298	65%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	-	0%	-	-	0%	175	100%
6004193 HARDWARE MAINTENANCE	8,610	-	0%	-	2,800	33%	5,810	67%
6004196 COPYING MACHINE RENTALS	7,000	4,061	58%	8,327	12,047	172%	(9,109)	-130%
6004504 OTHER FINANCIAL SERVICES	12	-	0%	-	8	64%	4	36%
6004573 OTHER FEES FOR SERVICES	9,260	3,372	36%	8	1,700	18%	4,188	45%
Total	475,656	147,316	31%	48,510	270,244	57%	58,096	12%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	26,181		-	6,545	25%	19,636	75%
6004604 DPW SECURITY CHARGEBACKS	105,991		-	26,498	25%	79,493	75%
6004606 TELEPHONE BILLING ACCOUNT	5,963		-	-	0%	5,963	100%
6004609 DATA PROCESSING CHARGEBACKS	56,892		-	5	0%	56,887	100%
6004617 DUPLICATING/PRINTING CHARGEBACK	166		-	-	0%	166	100%
6004618 OFFICE SUPPLIES CHARGEBACK	8		-	-	0%	8	100%
6004619 BUILDING SERVICE CHARGEBACK	5,000		-	1,250	25%	3,750	75%
Total Chargebacks	200,201		-	34,298	17%	165,903	83%

Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,849		-	6,849	100%	0	0%
6006001 BANS Principal	47,578		-	47,578	100%	0	0%
6007000 INTEREST ON SERIAL BONDS	628		-	416	66%	34	5%
6007001 BANS Interest	7,592		-	7,591	100%	0	0%

Grand Total (operating):	2,560,429	147,316	6%	221,126	1,209,779	47%	1,203,156	47%
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Data Analytics Monthly Report (June 2024)

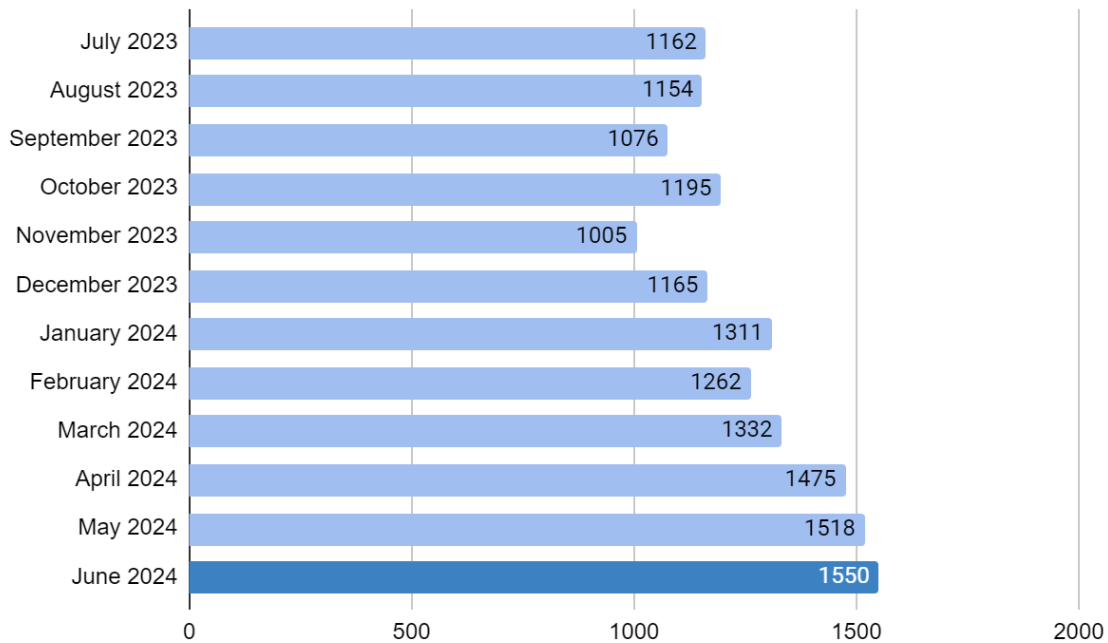
Submitted by Laura Haynes

Circulation:

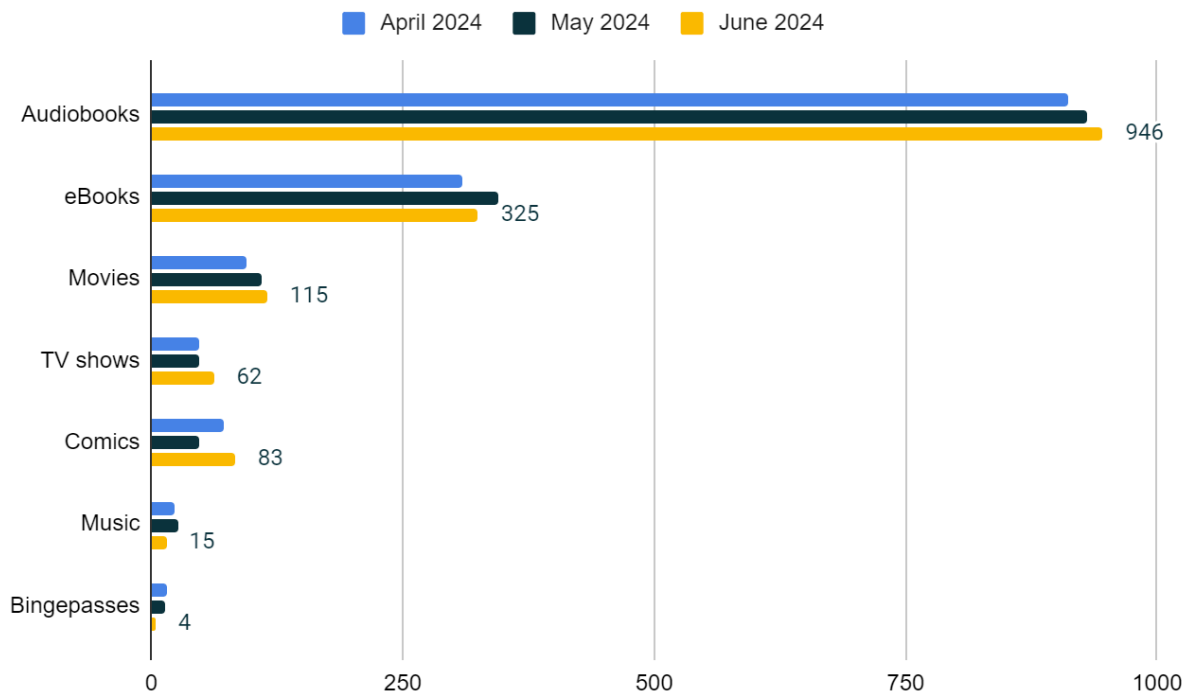
Physical item circulation reports for June will be included in the report for July.

Hoopla Circulation:

Hoopla circulation continues to climb.

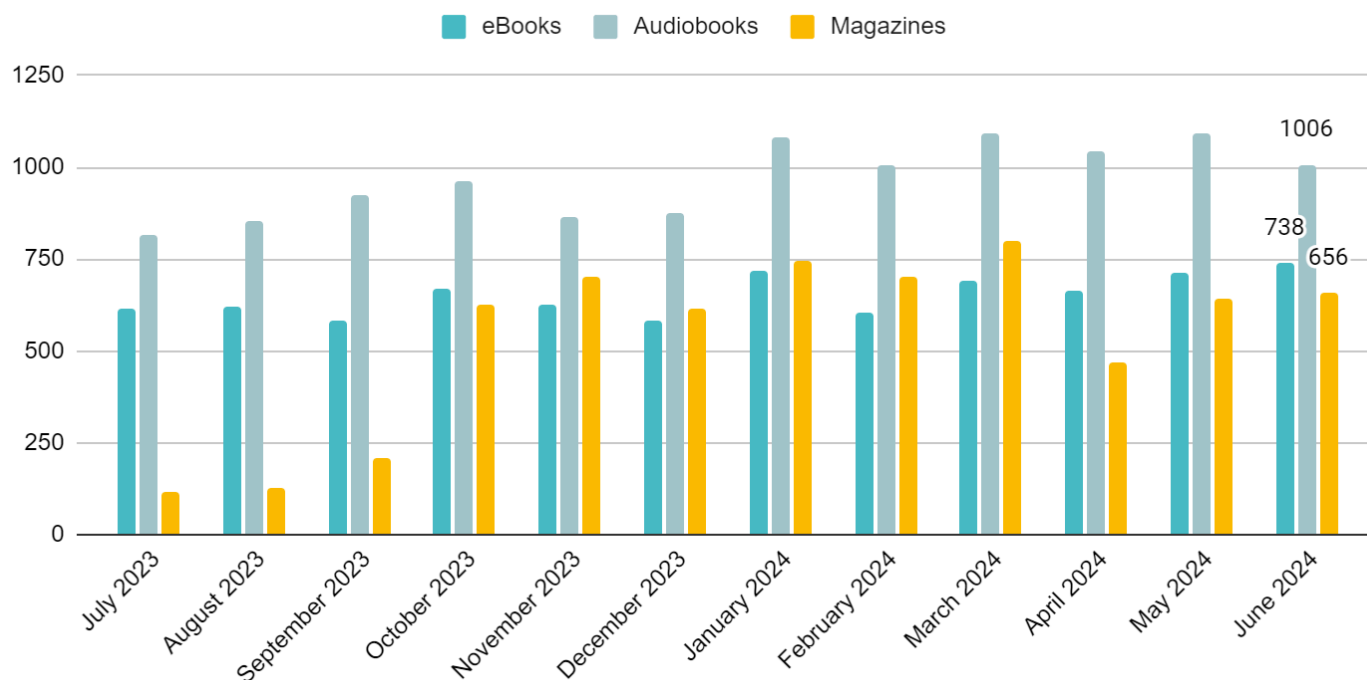


Hoopla Circulation by format:



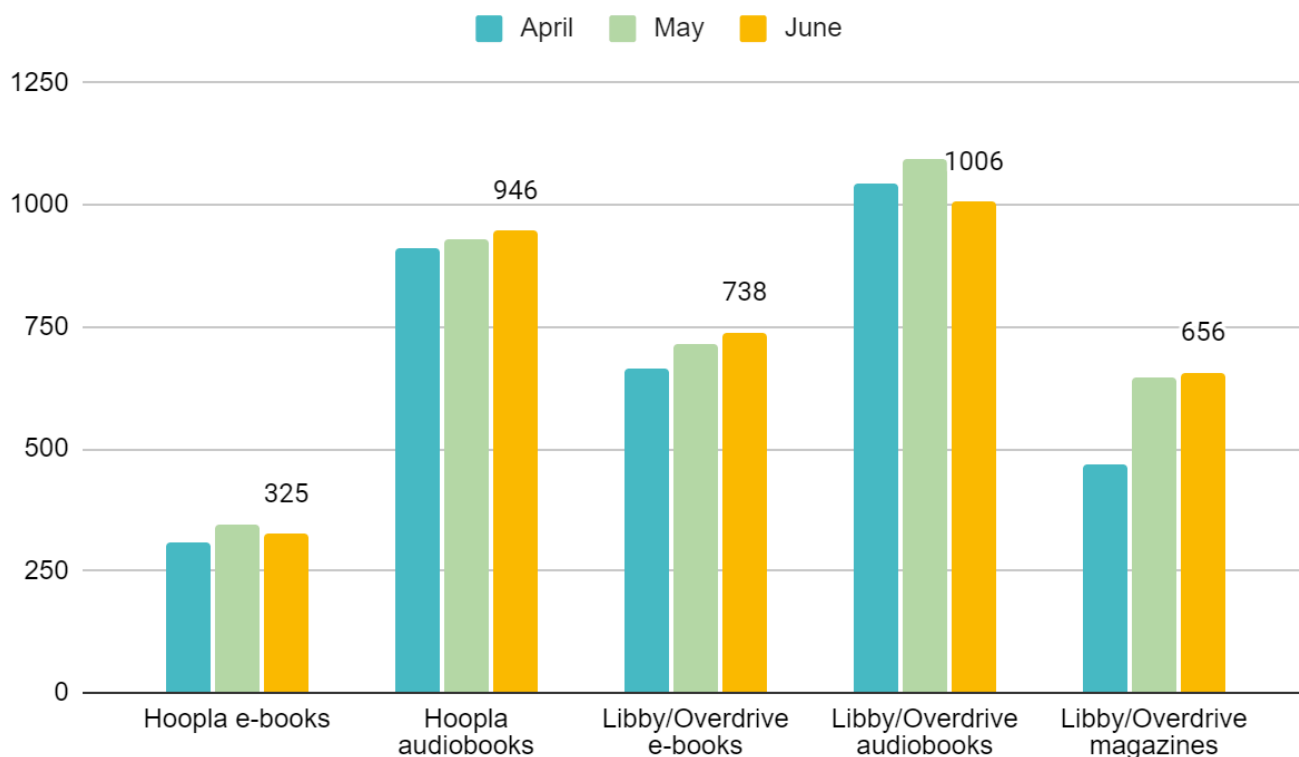
Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:

eBook circulation and magazine circulation has increased. e-Audiobook usage declined.



Electronic media overview:

This graph shows electronic media circulation side by side.



Door Count

Door count will be included in the next month's report.

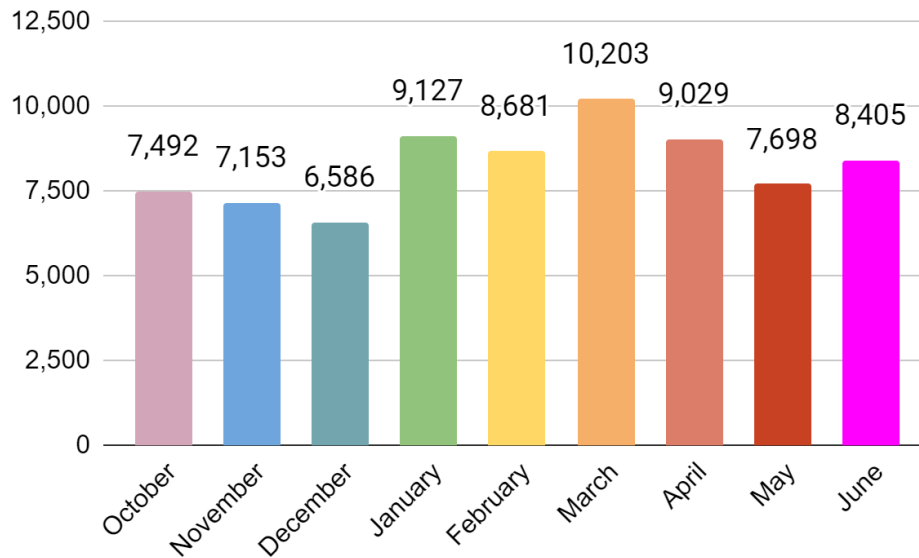
New Patron Registration (Hoopla, and Libby/Overdrive):

Registration will be shown in the next month's report.

Website Analytics:

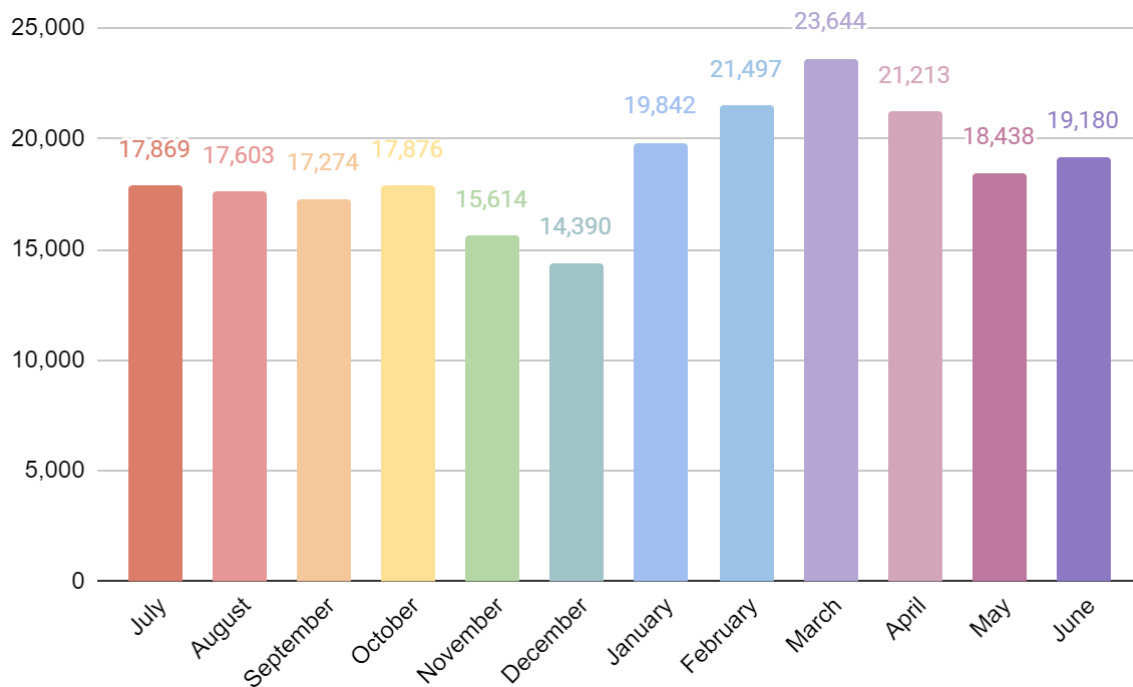
Total sessions:

Website sessions increased for June.

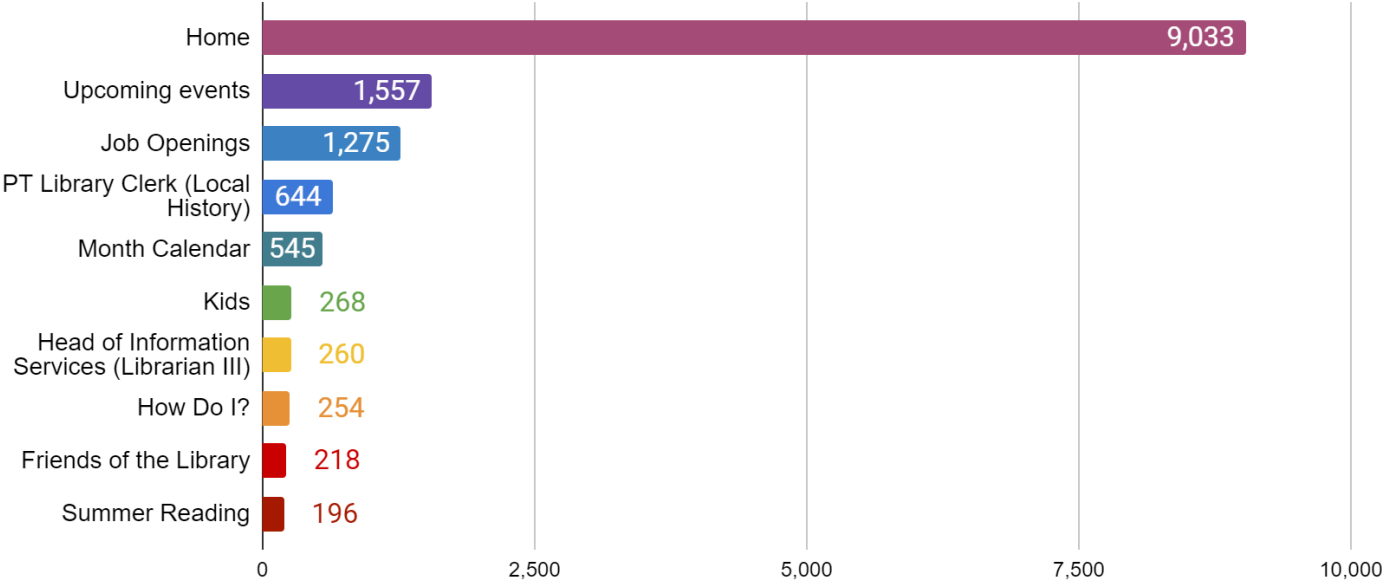


Pageviews:

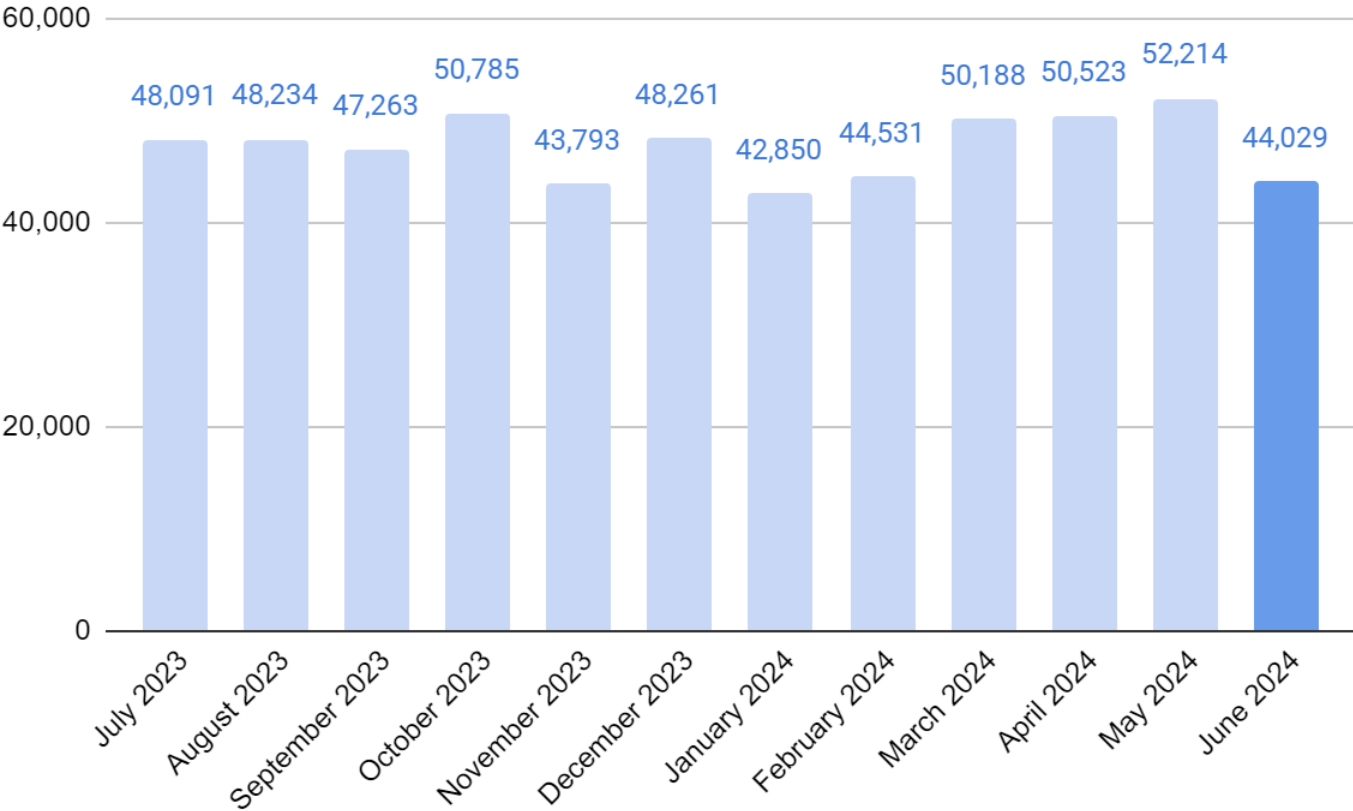
This graph shows total pageviews for the past 12 months.



This graph shows a breakdown of views for each page on the website for the month of June.

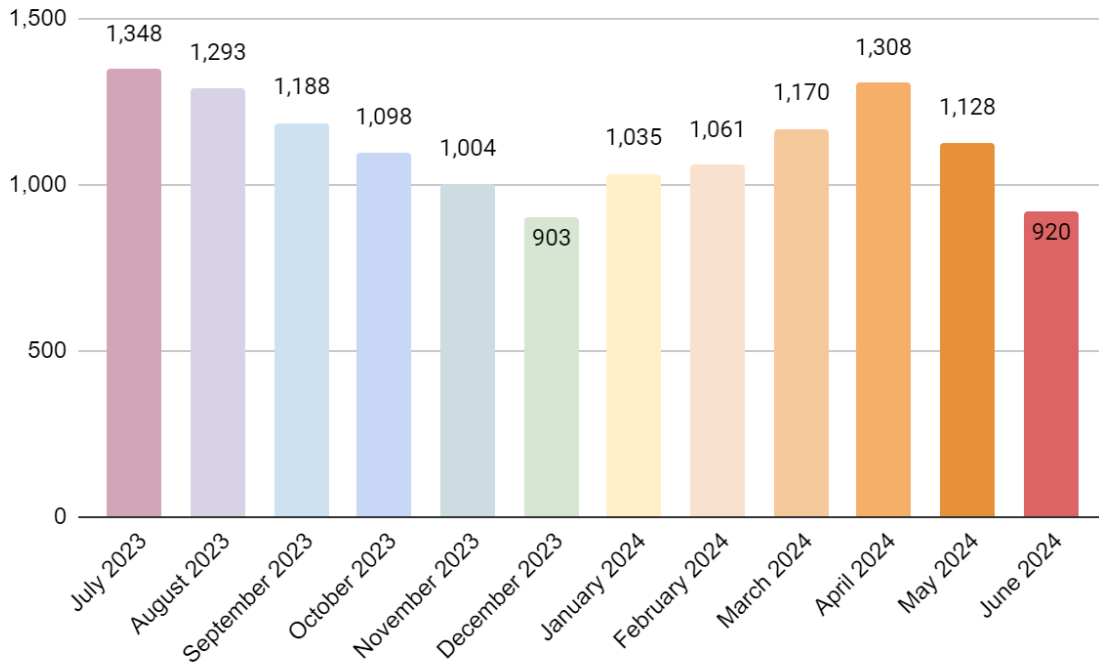


Number of Wireless Sessions:
Wireless sessions declined for June.



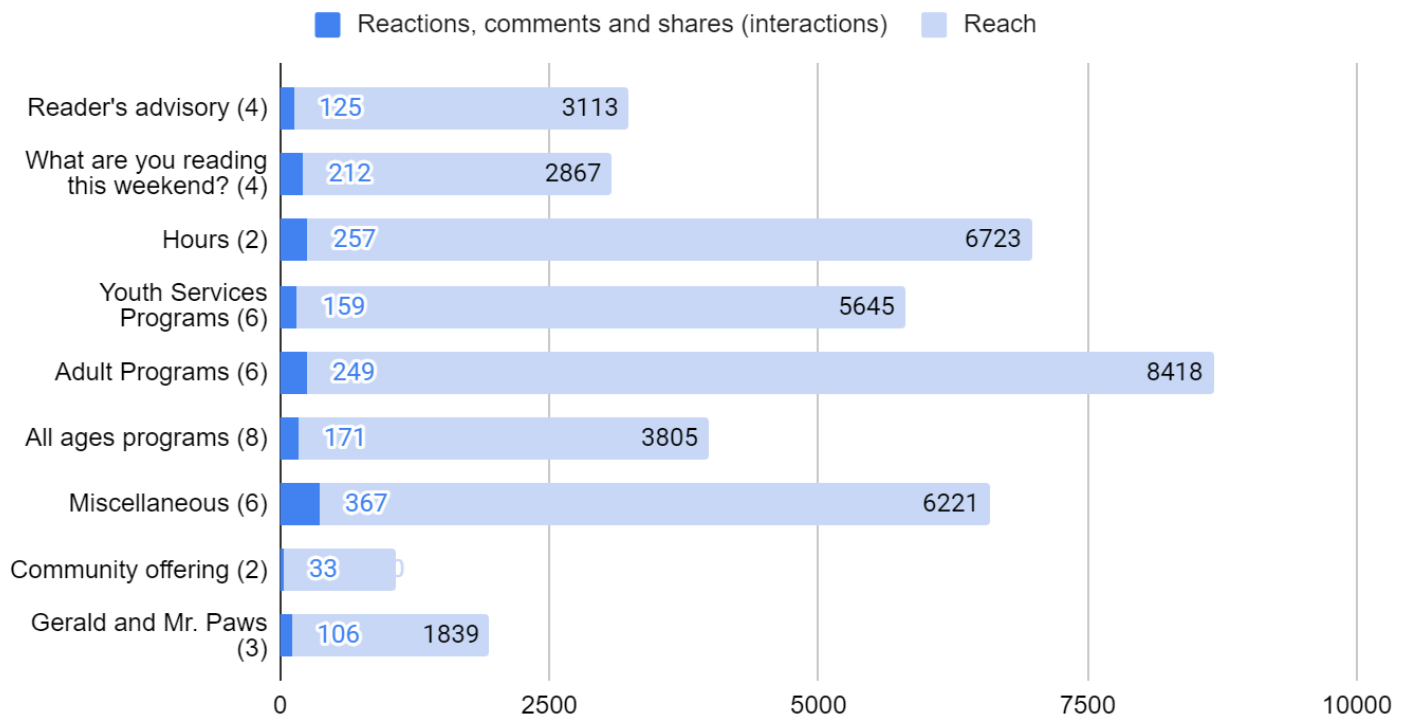
Public Computer Sessions

Public computer sessions declined. It may be due to the fact that many of our public computers are waiting to be fixed by IT.



Social media:

This graph shows total interactions and reach for each category in June. The number of posts in each category is in parentheses. Miscellaneous included posts about Hoopla, the bookmobile, ending notary services, displays, our library fish, and the cutest pet contest. Community offerings included posts about a program at NoMa and a program at GFJ.

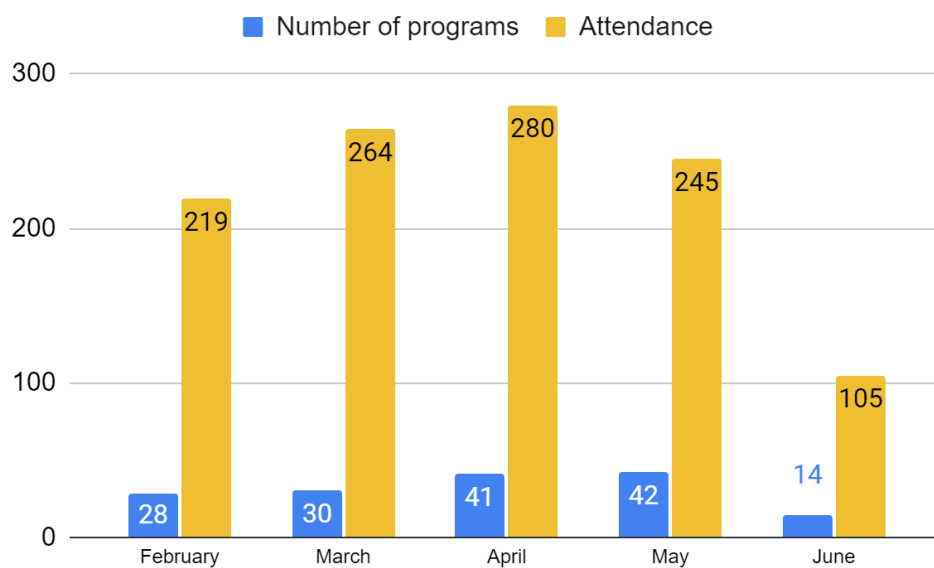


The most popular post in June was a post about our hours decreasing temporarily, with a reach of 6,038.



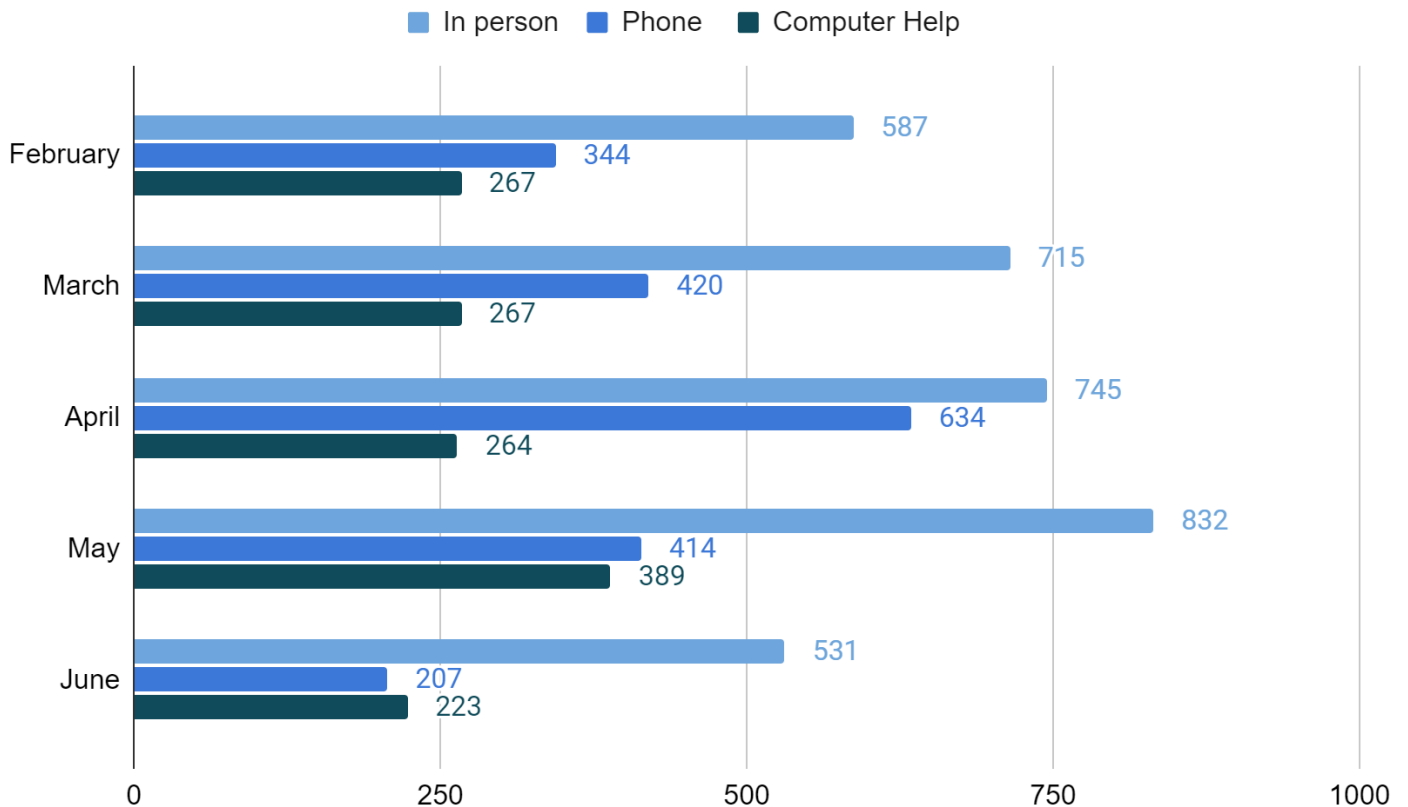
Program attendance:

Program attendance was proportionate to the amount of programs offered.



Reference statistics:

Reference statistics for the last week of June are not fully accurate- some of the statistic sheets went missing.



In the Loop analysis will be covered when a Librarian III resumes the duties of disseminating the newsletter.

June 2024 Youth Services Board Report

Notable things to report in Youth Services:

- Michelle went on a leave as of June 10 and will be returning on July 8. Keeping the Youth Services Department staffed has been a challenge this month. Thank you to Kathleen for providing assistance.
- School librarian Tammy Cummings has been hired as a temp to help cover the Youth Services Desk. Tammy will start on July 8.
- Registration for the Summer Reading Program began on June 17. The weekly programs have been pushed back to July 8 and they will run through August 17.
- Kelsey visited Ben Franklin Elementary on June 4 to promote the summer reading program and spoke with over 300 students.
- Kelsey visited Woodrow Wilson Elementary on June 11 to promote the summer reading program and spoke with 58 students.
- Kelsey visited Coolidge Elementary on June 12 to promote the summer reading program and spoke with approximately 300 students.
- The Youth Services Department has six teen volunteers this summer.

- Youth Services collaborated with WSKG on a PBS Kids program on June 28. 18 people were in attendance. A new PBS Kids show was screened, followed by related crafts and other activities.
- Attendance for in person programs:
 - Borrow a Grandparent-every Monday-Friday-Average attendance of 5
 - Weekly Teen Craft & Chat-Average attendance of 4
 - Bimonthly LEGO Club-Average attendance of 23
 - Rainbow Pride Family Hour on June 15-Attendance of 11
 - All Ages Pride Celebration on June 15-Attendance of 22
 - Teen D&D on June 29-Attendance of 5

Upcoming in Youth Services:

- Weekly programs July 8-August 17
 - Mondays-Family Story Time, Borrow a Grandparent, Teen Craft & Chat
 - Tuesdays-Crafty Kids, Around the World Story Time, Borrow a Grandparent
 - Wednesdays-Tween STEM Wednesdays, Teen Outdoor Days, Borrow a Grandparent
 - Thursdays-Family Movie Days, Borrow a Grandparent
 - Fridays-LEGO Club
 - Saturdays-Scavenger Hunt
- The therapy dogs will be visiting on July 16 and August 6.
- Our collaboration with the Office of Aging will be expanding to include new programs with our Foster Grandparents, including art classes.
- Youth Services will be offering a Science Fair for homeschool families in the fall.

Respectfully submitted by
Kelsey Matoushek
Librarian II