

Account	Budget-orig	Budget-adjus	Encumbered	Spent	Remaining
Salary and Benefits					
6001000 SALARIES FULL-TIME	650,915			642,610.33 99%	8,304.67 1%
6001001 SALARIES PART-TIME	116,840			102,007.95 87%	14,832.05 13%
6001002 SALARIES TEMPORARY	0			1,686.87	-1,686.87
6001003 SALARIES OVERTIME	0			11,453.03	-11,453.03
Total Salary	767,755			757,758.18 99%	9,996.82 1%
6008001 STATE RETIREMENT	113,600	101,598		92,482.22 91%	9,115.78 9%
6008002 SOCIAL SECURITY	58,733	58,733		55,179.11 94%	3,553.89 6%
6008004 WORKERS COMPENSATION	4,095	4,095		4,095.00 100%	0.00 0%
6008006 LIFE INSURANCE	255	255		111.52 44%	143.48 56%
6008007 HEALTH INSURANCE	130,747	122,747		118,527.44 97%	4,219.56 3%
6008009 RETIREE HEALTH INSURANCE	321,917	309,991		314,418.40 101%	-4,427.40 -1%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	3,500		0 0%	3,500.00 100%
6008013 HEALTH INS - RETIRE INCENTIVE	0	0		1323.36	-1,323.36
6008014 NYS Voluntary Defined Contribution	0	12,002		12,480.70 104%	-478.70 -4%
Total Benefits	632,847	612,921		598,617.75 98%	14,303.25 2%
Salary and Benefits	1,400,602	1,380,676		1,356,375.93 98%	24,300.07 2%
Capital Spending					
6002207 IMPROVEMENTS OTHER THAN BUILDING	0	0	0	3231.3	-3231.3
6002600 MAINTENANCE EQUIPMENT	3,900	3,900	0 0%	0 0%	3,900.00 100%
Contractual Expenditures					
6004002 MATERIAL AND SUPPLIES - PAINT	0	1500	0 0%	1,244.38 83%	255.62 17%
600404 MATERIAL AND SUPPLIES - OTHER	10,000	10,000	0 0%	32,416.19 324%	-22,416.19 -224%
6004010 BOOKS AND SUBSCRIPTIONS	1,000	1,000	0 0%	560.47 56%	439.53 44%
6004012 OFFICE SUPPLIES	2,400	2,400	0 0%	1,918.15 80%	481.85 20%
6004021 BLDG MAINTENANCE SUPPLIES	800	800	0 0%	490.06 61%	309.94 39%
6004022 FUEL AND HEATING SUPPLIES	26,000	22,000	0 0%	18,125.97 82%	3,874.03 18%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	4,300	0 0%	2,839.36 66%	1,460.64 34%
6004030 FOOD AND BEVERAGES	100	100	0 0%	59.47 59%	40.53 41%
6004048 MISC OPERATIONAL SUPPLIES	5,785	6,981	0 0%	6,980.49 100%	0.51 0%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,881	70,881	0 0%	64,247 91%	6,633.65 9%

Account	Budget-orig	Budget-adjus	Encumbered		Spent		Remaining	
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	-8,700.12	-14%	66,292.70	107%	4,407.42	7%
6004071 JUVENILE BOOKS	48,000	52,161.50	0	0%	51,590.75	99%	570.75	1%
6004072 REFERENCE MATERIALS	2,200	1,000	0	0%	0.00	0%	1000	100%
6004073 SUBSCRIPTIONS	5,000	0	0		0.00		0.00	
6004074 AUDIOVISUAL MATERIALS	35,000	48,000	0	0%	45,604.39	95%	2,395.61	5%
6004075 ELECTRONIC ACCESS MATERIALS	30,980	22,980	-1,330.58	-6%	24,048.42	105%	262.16	1%
6004100 POSTAGE AND FREIGHT	700	700	0	0%	356.22	51%	343.78	49%
6004105 DUES AND MEMBERSHIPS	2,050	1,450	0	0%	1069	74%	381.00	26%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	12,060	0	0%	10,480.30	87%	1,579.70	13%
6004113 WATER AND SEWAGE CHARGES	3,200	2,200	0	0%	1,127.80	51%	1,072.20	49%
6004115 ELECTRIC CURRENT	59,000	50,200	0	0%	57,643.32	115%	-7,443.32	-15%
6004117 BUILDING AND GROUNDS EXPENSES	29,750	33,350	0	0%	36,116.22	108%	-2,766.22	-8%
6004136 OPERATIONAL EQUIPMENT REPAIRS	2,060	1,000	0	0%	0	0%	1,000.00	100%
6004137 ADVERTISING AND PROMOTION EXPE	2,000	2,000	0	0%	845.85	42%	1,154.15	58%
6004138 OTHER OPERATIONAL EXPENSES	15,000	42,317	0	0%	21,011.62	50%	21,305.57	50%
6004147 OTHER PROGRAM EXPENSES	0	10,000	0	0%	15,000.00	150%	-5,000.00	-50%
6004160 MILEAGE AND PARKING-LOCAL	1,000	200	0	0%	0	0%	200	100%
6004161 TRAVEL HOTEL AND MEALS	1,850	124	0	0%	123.5	100%	0.00	0%
6004162 EDUCATION AND TRAINING	1,000	1,700	0	0%	1889.95	111%	-189.95	-11%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	175	0	0%	0	0%	175	100%
6004193 HARDWARE MAINTENANCE	6,940	3,940	0	0%	2,740.00	70%	1,200	30%
6004196 COPYING MACHINE RENTALS	4,200	4,200	0	0%	1,615.80	38%	2,584.20	62%
6004504 OTHER FINANCIAL SERVICES	33	33	0	0%	32.9	100%	0.1	0%
6004573 OTHER FEES FOR SERVICES	9,270	8,255	0	0%	6,929.84	84%	1,325.16	16%
Total	452,634	485,907	-10,030.70	-2%	477,162.97	98%	18,774.92	4%
Chargebacks								
6004602 INSURANCE PREMIUM CHARGEBACK	15,141				15,141.00	100%	0.00	0%
6004604 DPW SECURITY CHARGEBACKS	115,457				115,457.00	100%	0.00	0%
6004606 TELEPHONE BILLING ACCOUNT	5,085				4,774.30	94%	310.70	6%
6004609 DATA PROCESSING CHARGEBACKS	84,888				84,888.00	100%	0.00	0%
6004614 OTHER CHARGEBACK EXPENSES	9				0	0%	9	100%

Account	Budget-orig	Budget-adjus	Encumbered	Spent	Remaining
6004617 DUPLICATING/PRINTING CHARGBAC	10			0 0%	10 100%
6004618 OFFICE SUPPLIES CHARGEBACK	209			2.52 1%	206.48 99%
6004619 BUILDING SERVICE CHARGEBACK	41,720			31,856.64 76%	9,863.36 24%
Total Chargebacks	262,519			252,119.46 96%	10,399.54 4%
Debt					
6006000 PRINCIPAL ON SERIAL BONDS	6,032			6,032.00 100%	0 0%
6007000 INTEREST ON SERIAL BONDS	1,751			1,750.93 100%	0.07 0%
Grand Total (operating):	2,136,885		-10,030.70 0%	2,093,441.29 98%	53,474.60 3%
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		Notes
Revenue					
5000100 LIBRARY COPY FEES	8,000	5,843.92	73%	2,156.08	27%
5000102 COMMISSIONER OF FINANCE	0	91.35		-91.35	
5000177 RENTALS & FEES	11,500	7,390.00	64%	4,710.00	41%
5000189 OTHER LOCAL GOVERNMENTS	767,905	761,900.00	99%	6,005.00	1%
5000312 RENTAL CHARGEBACKS	17,000	17,000.00	100%	0.00	0%
5000426 MISCELLANEOUS	15,000	11,253.28	75%	3,746.72	25%
5000546 TRUST ACCOUNT INFLOWS	0	6,620.35		-6,620.35	
5000451 INTEREST AND EARNINGS	3,000	406.56	14%	2,593.44	86%
5000470 VENDING MACHINE	700	43.88	6%	656.12	94%
5000471 COMMISSIONS	800	0.00	0%	800.00	100%
5000531 GIFTS AND DONATIONS	200	850.74	425%	-650.74	-325%
5000545 CREDIT CARD REBATES	50	101.11	202%	-51.11	-102%
5000562 TRANSFER FROM GENERAL FUND	1,235,124	1,235,124	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	2,142,360.15	101%	-18,222.15	-1%

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

Trust Fund					
4660036 LIBRARY TRUST FUND	0	675.35		-675.35	

Account	Budget	Encumbered	Spent	Remaining
Salary and Benefits				
6001000 SALARIES FULL-TIME	708,328		95,483.60 13%	612,844.40 87%
6001001 SALARIES PART-TIME	146,604		13,213.17 9%	133,390.83 91%
6001002 SALARIES TEMPORARY	1,172		681.73 58%	490.27 42%
6001003 SALARIES OVERTIME	0		0.00	0.00
Total Salary	856,104		109,378.50 13%	746,725.50 87%
6008001 STATE RETIREMENT	112,837		13,058.11 12%	99,778.89 88%
6008002 SOCIAL SECURITY	65,492		7,967.99 12%	57,524.01 88%
6008004 WORKERS COMPENSATION	3,839		0.00 0%	3,839.00 100%
6008006 LIFE INSURANCE	225		12.15 5%	212.85 95%
6008007 HEALTH INSURANCE	154,088		15,470.97 10%	138,617.03 90%
6008009 RETIREE HEALTH INSURANCE	335,282		0.00 0%	335,282.00 100%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500		0 0%	3,500.00 100%
6008014 NYS Voluntary Defined Contribution	6,377		1,836.74 29%	4,540.26 71%
Total Benefits	681,640		38,345.96 6%	643,294.04 94%
Salary and Benefits	1,537,744		147,724.46 10%	1,390,019.54 90%
Contractual Expenditures				
6004012 OFFICE SUPPLIES	2,400	468.37 20%	54.03 2%	1877.6 78%
6004021 BLDG MAINTENANCE SUPPLIES	800	785.45 98%	714.55 89%	-700 -88%
6004022 FUEL AND HEATING SUPPLIES	26,000	0 0%	4,102.19 16%	21,897.81 84%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	4500 105%	- 0%	-200 -5%
6004030 FOOD AND BEVERAGES	100	0 0%	0 0%	100 100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	4997.3 86%	96.11 2%	692 12%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,928	0 0%	- 0%	70,928 100%
6004056 COMPUTER EQUIPMENT(NON CAPITAL	5,000	0 0%	0 0%	5,000 100%
6004070 BOOKS ADULT SERVICES	64,000	40,179.10 63%	9,320.90 15%	14,500 23%
6004071 JUVENILE BOOKS	48,000	39,220.79 82%	8,279.21 17%	500 1%
6004072 REFERENCE MATERIALS	1,800	0 0%	0 0%	1800 100%
6004073 SUBSCRIPTIONS	2,000	0 0%	0 0%	2,000 100%
6004074 AUDIOVISUAL MATERIALS	35,000	25,490.59 73%	4,509.41 13%	5,000 14%
6004075 ELECTRONIC ACCESS MATERIALS	32,980	0 0%	2,174.64 7%	30,805.36 93%

Account	Budget	Encumbered		Spent		Remaining	
6004100 POSTAGE AND FREIGHT	700	0	0%	348.00	50%	352	50%
6004105 DUES AND MEMBERSHIPS	2,050	0	0%	0	0%	2,050	100%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	1404.27	68%	295.73	14%	360	17%
6004113 WATER AND SEWAGE CHARGES	3,200	0	0%	0	0%	3,200	100%
6004115 ELECTRIC CURRENT	59,000	0	0%	862.15	1%	58,137.85	99%
6004117 BUILDING AND GROUNDS EXPENSES	36,350	0	0%	1,603.78	4%	34,746.22	96%
6004136 OPERATIONAL EQUIPMENT REPAIRS	2,060	0	0%	0	0%	2,060	100%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	0	0%	48.14	1%	5,952	99%
6004138 OTHER OPERATIONAL EXPENSES	16,000	399.14	2%	5,947.78	37%	9,653.08	60%
6004147 OTHER PROGRAM EXPENSES	15,000	0	0%	0	0%	15,000	100%
6004148		0		5		-5	
6004160 MILEAGE AND PARKING-LOCAL	1,000	0	0%	0	0%	1000	100%
6004161 TRAVEL HOTEL AND MEALS	1,850	0	0%	0	0%	1,850	100%
6004162 EDUCATION AND TRAINING	1,000	0	0%	0	0%	1,000	100%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	0	0%	0	0%	175	100%
6004193 HARDWARE MAINTENANCE	7,022	0	0%	0	0%	7,022	100%
6004196 COPYING MACHINE RENTALS	4,200	0	0%	621	15%	3,579.00	85%
6004504 OTHER FINANCIAL SERVICES	27	0	0%	0	0%	27	100%
6004573 OTHER FEES FOR SERVICES	6,000	0	0%	129.45	2%	5,871	98%
Total	462,787	117,445.01	25%	39,112.51	8%	306,229.48	66%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	18,089			0	0%	18,089.00	100%
6004604 DPW SECURITY CHARGEBACKS	120,077			0	0%	120,077.00	100%
6004606 TELEPHONE BILLING ACCOUNT	5,511			0	0%	5,511.00	100%
6004609 DATA PROCESSING CHARGEBACKS	133,042			0	0%	133,042.00	100%
6004617 DUPLICATING/PRINTING CHARGEBACK	8			0	0%	8	100%
6004618 OFFICE SUPPLIES CHARGEBACK	70			6.31	9%	63.69	91%
6004619 BUILDING SERVICE CHARGEBACK	46,095			0	0%	46,095.00	100%
Total Chargebacks	322,892			6.31	0%	322,885.69	100%

Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,331			0	0%	6,331	100%
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Account	Budget	Encumbered	Spent	Remaining
6007000 INTEREST ON SERIAL BONDS	1,412		0 0%	1,412 100%
Grand Total (operating):	2,331,166	117,445.01 5%	186,843.28 8%	2,026,877.71 87%

Account	Budgeted	Collected	Remaining		Notes
Revenue					
5000100 LIBRARY COPY FEES	8,600	980.45	11%	7,619.55	89%
5000177 RENTALS & FEES	11,600	690	6%	10,910	94%
5000189 OTHER LOCAL GOVERNMENTS	773,785	0	0%	773,785	100%
5000312 RENTAL CHARGEBACKS	17,000	17,000	100%	0	0%
5000426 MISCELLANEOUS	15,000	852.48	6%	14,147.52	94% Library Fees
5000431 MISCELLANEOUS	15,000	0	0%	15,000	100% Books for Babies funds
5000451 INTEREST AND EARNINGS	9,000	0	0%	9,000	100%
5000470 VENDING MACHINE	1,000	0	0%	1,000	100%
5000471 COMMISSIONS	800	0	0%	800	100%
5000531 GIFTS AND DONATIONS	200	1	0%	200	100%
5000545 CREDIT CARD REBATES	70	0	0%	70	100%
5000562 TRANSFER FROM GENERAL FUND	1,398,987	1,398,987.00	100%	0	0%
5000808 OTHER STATE AID	79,628	10,060	13%	69,568	87%
5000952 ARRA DEBT REIMBURSEMENT	496	0	0%	496	100%
Total Revenue (operating):	2,331,166	1,428,570.58	61%	902,595.42	39%

Director's Report

Josias Bartram

March 10, 2022

Meetings – January and February (highlights)

From now on, I'm going to focus this section on meetings that are outside of my ordinary course of business. You can always assume that I've had extensive meetings with Dale Ketcham, JoAnne Hanrahan and other Trustees, Kathy Groover, various Four County committees, and many of my Broome County colleagues.

- Four County Code of Conduct policy webinar (presented my revision process)
- Peer Support Partnership/Klee grant (x5)
- Carol Kresge – potential Kresge Foundation grant
- Nick Coulter – Rochester Public Library's Resource Outreach Center, model for our Peer Support Partnership and a potential trainer for our staff
- Lyceum Board of Directors
- Aviva Friedman
- Donna Lupardo
- Fred Akshar
- Outreach/networking
 - Greater Binghamton Chamber of Commerce – Connect Over Lunch (with JoAnne)
 - Noon Rotary Club (with JoAnne)
 - Amy Shaw – Greater Binghamton Chamber of Commerce
 - Julia Emrick (x2) – Planning Broadband Press Conference
 - Broadband Press Conference
 - Peer Support partnership press conference

Frequently Referenced People and Terms

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

Policies

- 2022 Holiday Closing Dates
 - I followed up with a revised version that reflects the clause in the new CSEA contract that gives benefits-eligible staff the option to receive pay in lieu of comp time when they aren't scheduled for a Saturday holiday.
 - We've traditionally scheduled Staff Development Day on Columbus Day because we don't have a holiday, but it makes sense for the Library to be closed. I'm requesting that we extend this model to include the Juneteenth holiday. In general, we would benefit from an additional yearly training, and this year we need to schedule training stemming from the Klee grant.
 - This draft treats the Christmas and New Year's holidays—which fall on Sundays—differently than the attached 2022 Holiday Schedule, which was produced by BC Personnel. If it's approved as drafted, I will need to communicate the changes to Personnel.
- Code of Conduct
 - I originally began revising our Code of Conduct at the request of Broome Security. Most of the rules that they enforce at the Library are based on this policy rather than the law, so it's important that we keep it updated. Specifically, they requested that we take a careful look at the photography/videography section. Once I began going through the existing policy, I found

that a significant portion needed to be reworded in order to more accurately reflect our values and mission and account for changing technology.

- I am asking for feedback, and potentially for preliminary approval if you are satisfied with the draft. However, I will want to run the exact wording by Legal and Security before submitting it for final approval.

Quotes/contracts

- Hoopla is one of our two primary e-content platforms, along with OverDrive. We contract directly with Midwest Tapes (also our primary vendor for physical AV media) to provide access to Hoopla rather than going through Four County. Hoopla operates on a pay-per-use model rather than a licensing model (like OverDrive). Their entire catalog is available to our patrons, and our monthly bill based on the number of uses. We've been paying roughly \$2,000 per month.
- The PCC maintenance contract is for the AV system in the Decker Room. We allowed this to lapse last year while we waited to install the new projector. Now that the new equipment is beginning to be installed, it's time to renew the contract.
- Envisionware is our vendor for public PC management, print release, and self-checkout. These quotes are for two new pieces of hardware, both of which the Board approved last year when they were added to our 2022 IT chargeback. However, the prices have gone up in the meantime, and the balance will need to be paid from our operating budget. They received BAC approval on 3/9.
 - The self-checkout kiosk is a replacement for our current system which is outdated and functions only as a print release terminal. The current system is under a maintenance contract, the balance of which will be applied to the maintenance charge for the new system, which kicks in for the second year.
 - The Library Document Station is a new piece of hardware that will replace the print release terminal at the Information Desk. The primary functions that it will add to our system are mobile scanning and internet faxing.
- The Rug Fair quote is for the installation of carpet and vinyl flooring using our 2022 capital funds. This was approved when I submitted the application last year, but in the meantime the NYS contract has been renewed and the prices have gone up. The new quotes cut the Circ Workroom and Backup 911 Center from the proposal in order to compensate for these increases but is still \$3,875.99 over the original budget. It received BAC approval on 3/9.

Finances/Budget

- The final 2021 financials are attached.
 - Again, I'm very pleased with how effectively we were able to spend our budget, and with the revenue that we took in.
 - Note that while we had \$18,774.92 left in the contractual expenditures portion of the budget, we were in fact able to spend \$25k more than the original amount thanks to budget transfers from the benefit lines.
 - The \$3,231.30 on line 6002207 (IMPROVEMENTS OTHER THAN BUILDING) is the money from the operating budget that was spent on our carpet replacement above the \$150k in capital funding. It was moved from 6004004 for accounting purposes because the 6002xxx lines are capital spending.

- Conversely, the \$3,851.08 that we had on line 6002600 (MAINTENANCE EQUIPMENT) was moved to 6004138 because it is below the \$5k threshold for capital expenditures on equipment.
- The February financials are also attached. I haven't added yet added Projects & Grants to my 2022 spreadsheet but will do so soon.
- JoAnne and I are meeting with Colleen Wagner and Jerry Knebel in the morning on 3/10 to begin some informal discussion of our 2023 budget priorities.
- 2023 capital requests are open, and close on 3/23. My goal is to once again leverage county capital funding as our match for the NYS Construction Aid program, as we were able to do successfully for 2022. The two priorities that I've identified for this funding are:
 - The front doors, which are breaking down and need to be completely replaced.
 - The upstairs public bathrooms and the staff bathrooms. These are in better condition than the downstairs public bathrooms, which we prioritized for this year's funding, but are still in need of similar renovations.

Peer Support Partnership

- The press conference for the Peer Support Partnership was a big success and can serve as a model for future press conferences.
- We still haven't launched the program because we are waiting for Catholic Charities' legal team to sign off on their contract with the Friends. In the meantime, the Peer Counselors are working on developing our program while stationed at Catholic Charities' other drop-in center.

Personnel/Hiring

- We've hired Laura Haynes for our Librarian II position. She will be starting on 3/21. Her resume is attached.
- Taru Baylor started as our new Custodial Worker on 3/7.
- We are in the process of permanently appointing both of our provisional Library Clerks based on the results of the civil service exam which was offered in January.
- We were also able to hire one additional clerk—Ethan Mellen—who starts on 3/21. His resume is attached.

Information Services Report

Submitted by Sherry Kowalski

February Programs/Events :

Coloring Club for Adults - There were 4 sessions of the Coloring Club in February, 25 total people attended.

Yoga - We offered 4 classes in February and 28 people attended. This program is funded by the Friends of Broome County Public Library

Virtual Sound Bath Immersion - Lorraine Stewart held 2 sessions of the virtual sound bath immersion in February and 5 people attended.

First Thursday Book Club - In February, 10 people attended the book club. The group discussed The Night Watchman by Louise Erdrich.

Library Knitting Group - We had 9 people attend the knitting group meeting in February. We had a new member join the group, she never knitted before so I taught her how to cast on and the knit stitch. I hope she returns next month so I can see how she is progressing.

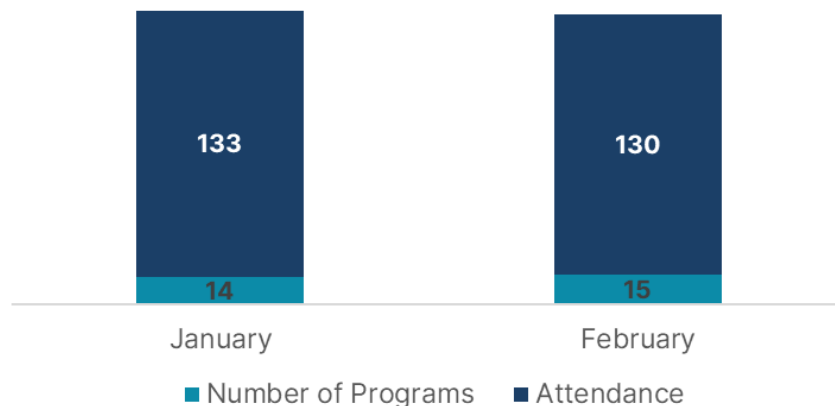
Books and Beans Book Club - In February, 7 people attended the Books and Beans meeting to discuss The Baker's Secret by Stephen P. Kiernan. I continue to offer the option to attend the meeting on Zoom, 1 person attended virtually.

Vietnam: Yesterday and Today-For Tim Bridgeman's program, we had 11 people in attendance. This program was funded by the Friends of Broome County Public Library

Hungry Ear - Judy McMahon returned with her readers for their first reading of 2022, 35 people attended.

Drop-in Hoopla and Libby Help - We held our first technology class in many years, unfortunately no one attended. We will continue to offer classes on various topics. Hopefully with more promotion, patrons will attend the classes.

Adult Program Statistics



Information Services Report Continued:

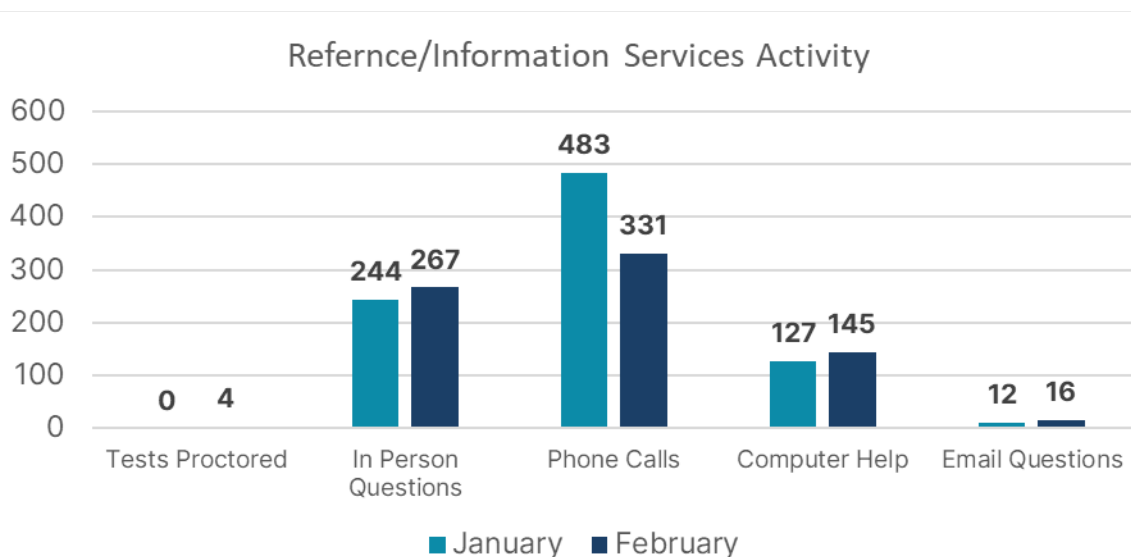
The knitting group made washcloths that were donated for gift bags for BOCES families. The washcloths were paired with soap and they were included in bags of assorted toiletries assembled and given out in December. The group made 110 washcloths.



Feb 2022
Dearest Sherry and the Knitting Group -
Thank you, on behalf of our BOCES
families for your labor and gift of
washcloths & soaps. They are
exquisite!
It's a beautiful thing you
do each year, and it's so
appreciated.
Sincerely,
Maria Mejka on behalf of BOCES

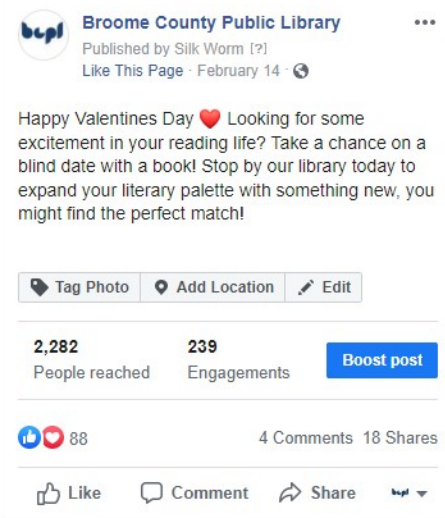
Reference:

It has been wonderful to be able to have the Information Desk open for most of the Library's operating hours. We have been able to create themed book displays for fiction and non-fiction. We will also add additional programs in March. When the new Librarian II starts in March, we will have 4 staff in the department. The last time we had 4 people was in 2012.

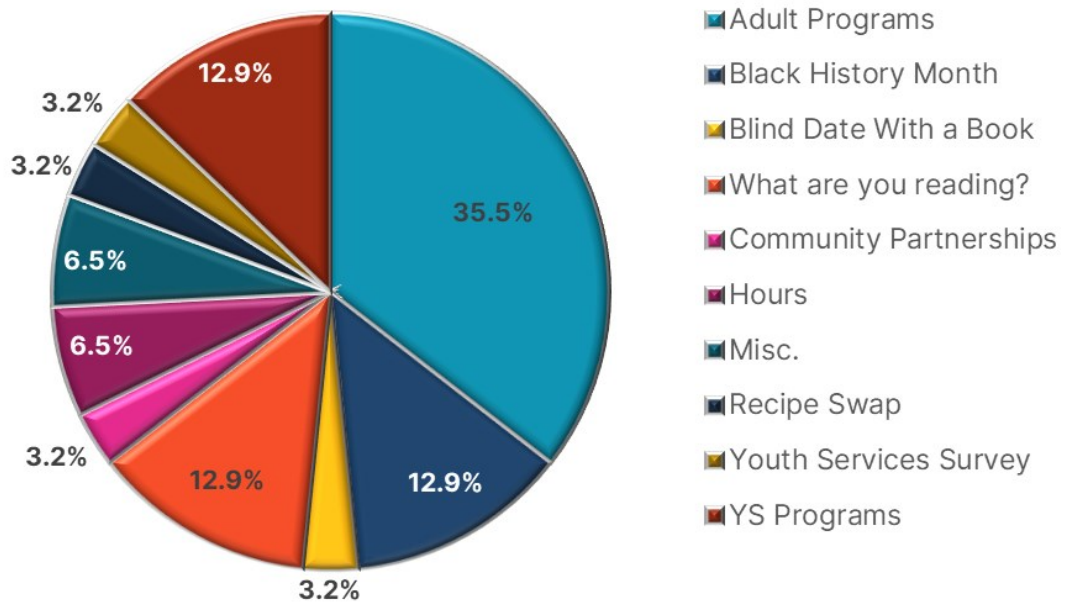


Facebook Analytics Submitted by Sherry Kowalski

The Library's Facebook followers increased by 35. The post with the highest reach and most interactions was the post about "Blind Date With a Book."

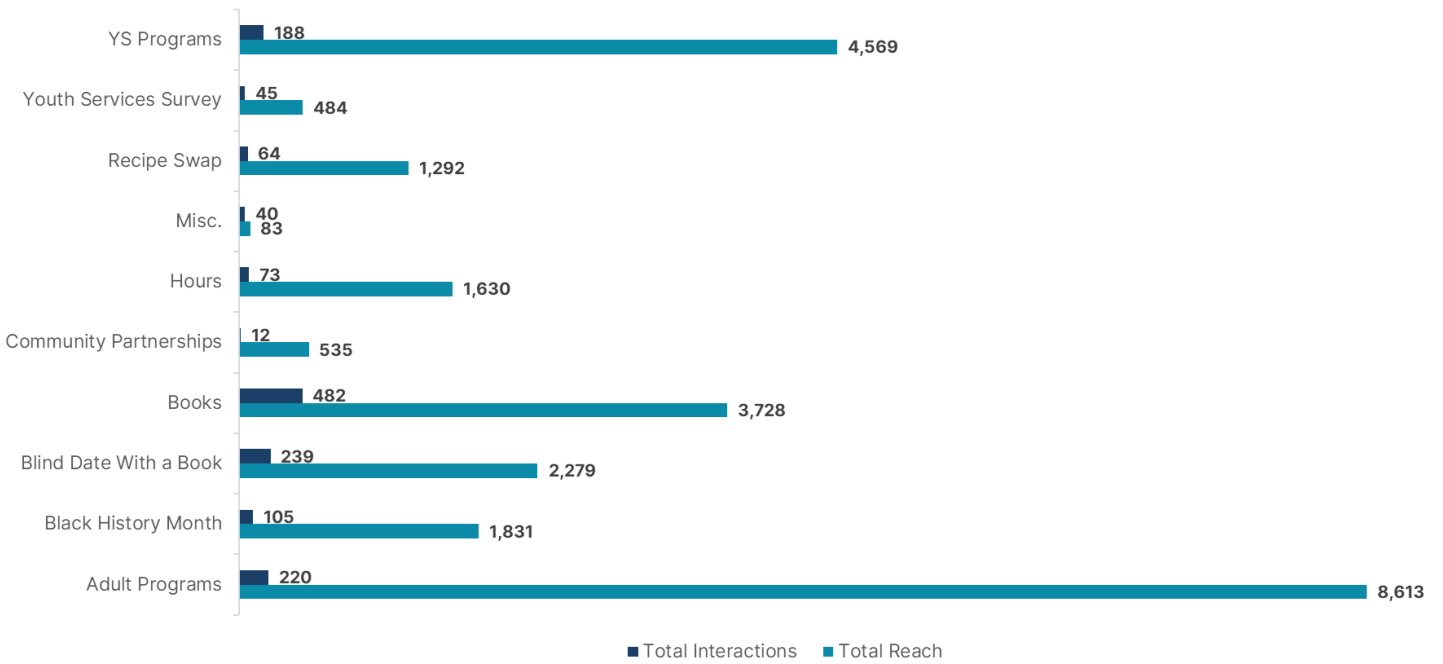


Percentage of Posts by Category-February

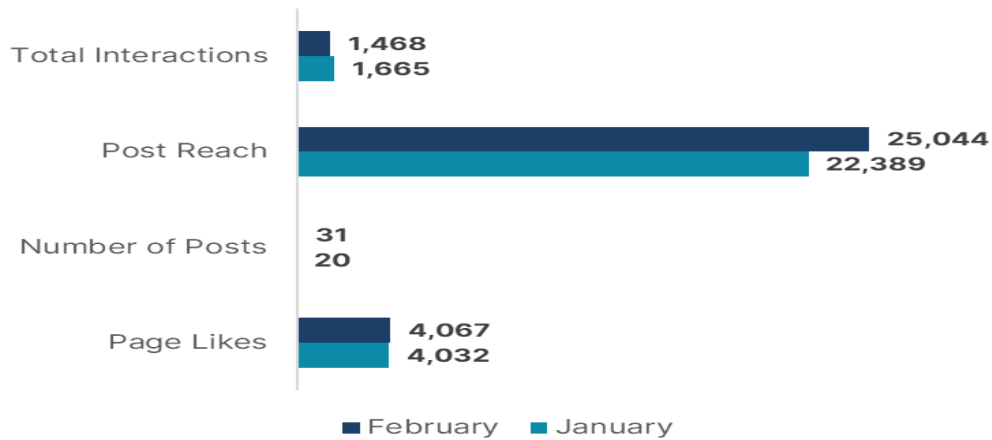


Facebook Analytics Continued:

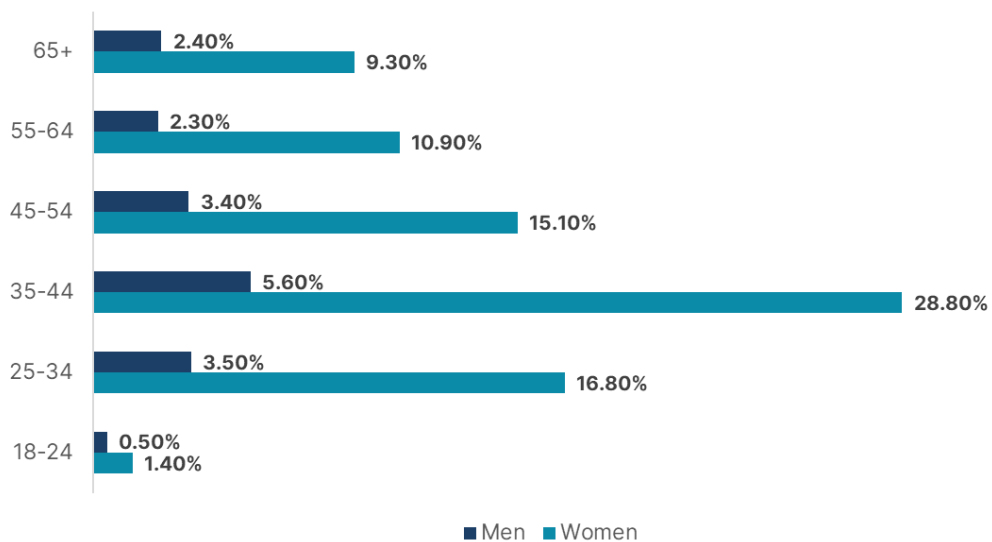
February Total Post Reach and Total Interactions by Category



Facebook Analysis by Month



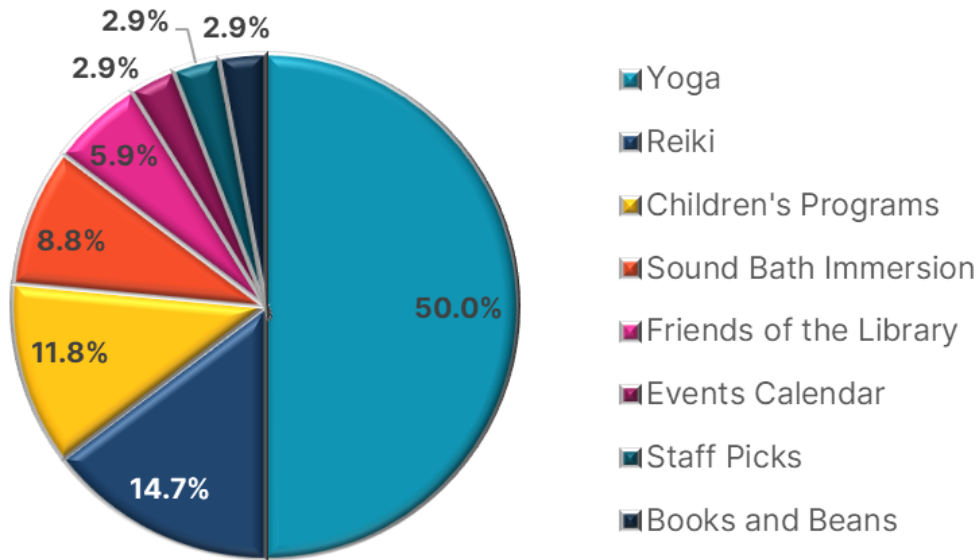
Facebook Followers by Age and Gender as of March 5, 2022



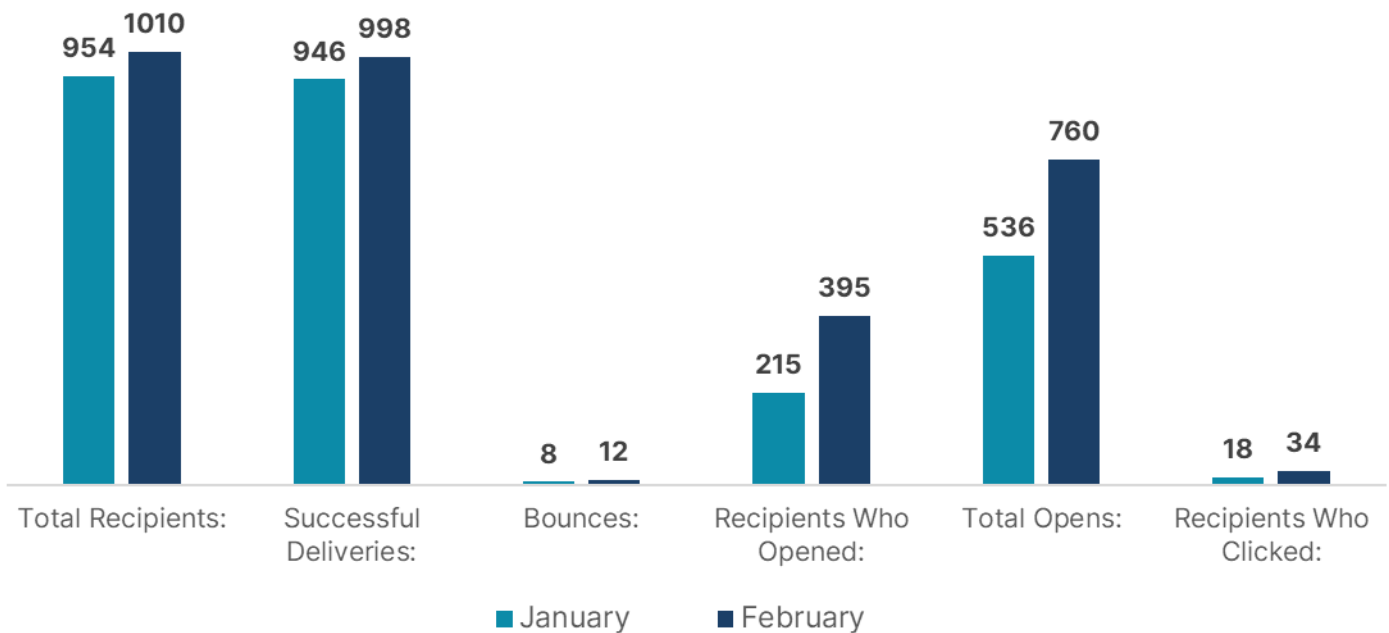
Mailchimp Analytics March Issue of "In the Loop" Submitted by Sherry Kowalski

The March issue of "In the Loop" was sent out on February 28, 2022. The newsletter was sent to 1010 people, an increase of 56. The open rate for the February issue was 39.5%. An additional 365 people opened the newsletter from the link that was posted to our social media pages.

March "In the Loop" Link Clicks



"In the Loop" Data Analysis by Month



February 2022 Youth Services Board Report

Notable things to report in Youth Services:

- Starting on March 1, 150 St. Patrick's Day themed Grab-N-Go bags were handed out to children, and 65 Grab-N-Go bags were handed out to teens. The teen Grab-N-Go bags had all the supplies needed for a sand terrarium and blackout poetry projects. 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. Youth Services staff have received dozens of positive comments about the bags.
- Attendance for in person programs in February:
 - o February 5 LEGO Club: 21
 - o February 11 Valentine's Day Story Time: 0
 - o February 12 Valentine's Day Candy Hearts Catapults: 18 and an additional 12 were handed out as Grab-N-Go bags
 - o February 17 Teen Craft & Chat: 3
 - o February 25 Winter STEAM Story Time: 6
 - o February 26 Paper Plate Marble Mazes: 26 and an additional 13 were handed out as Grab-N-Go bags
 - o The average attendance for Lapsit Story Times was 8
- Summer Reading Program preparation continues. Both an in person and a virtual option of the reading club will be offered. We will offer weekly Grab-N-Go bags, LEGO Club, STEAM programs, story times, and two performances.
 - o Youth Services staff have reached out to the City of Binghamton Parks & Recreation department to see if story times for Summer Fun classes can resume this year.
- Kelsey is working on sample lesson plans for bilingual story times. Plans are being developed for an English/Spanish story time and an English/Arabic story time.
- Youth Services staff continue to research new technologies that other libraries offer to families.
- Kelsey attended a Head Start Policy Council meeting on March 2 and talked about the services the library has to offer.
- Kelsey and Kathy Groover met with Karen Foley, the Family & Community Partnership Coordinator at the Family Enrichment Network, on March 4 to discuss the possibility of partnering for a bilingual story time. Kelsey will begin working on a presentation for Karen's supervisors.

Upcoming in Youth Services:

- Kelsey volunteered to host the April 4 School Librarians of the Southern Tier East meeting.
- The following events will be held in March:
 - o Lapsit Story Time every Monday, Thursday, and Friday
 - o LEGO Club every other Saturday
- Future Youth Services programs include:
 - o A monthly book club for children in grades 3-5, beginning on April 1
 - o Story time for adults, monthly beginning on March 7
 - o A Leaping leprechaun straw rocket activity on March 12
 - o A St. Patrick's Day STEAM Family Story Time on March 17
 - o A Hexbug Maze STEM challenge on March 26
 - o A Spring STEAM Story Time on April 1
 - o A story time for National Library Week on April 8

- Extra programming for Spring Break the week of April 11, including a scavenger hunt and a board game day
- An Earth Day STEAM Story Time on April 22
- Tri Cities Opera's "Stone Soup" program on May 14
- A science fair for homeschoolers in May
- Kelsey will attend the next Head Start Policy Council meeting on April 27.

Respectfully submitted by
Kelsey Matoushek
Librarian II
Youth Services

Public Services

February —

In February, the library received nearly 1,000 more at home Covid-19 test kits from Emergency Services to hand out to the public. Demand for the kits is down and with less than half of the kits gone, Circulation staff will continue to hand out the kits, as well as the large supply of KN-90 facemasks provided in January, throughout the month and into March.

Senior Clerks, Nancy Stable and Cara Crisanti, continue to assist the Reference Department with weeding and discarding the non-fiction collection.

Guest passes were given to visitors from Arizona, Colorado, Florida, Georgia, and Ohio.

Circulation

Door count

February — 465 – 445 average per day

Curbside Pickup

February: — 9 — 0 average per day

New library card registrations

February: Adult— 107

Juv— 21

Overdue notices

February: Mailed – 108

E-mails – 521 (Submitted ticket to Four County about missing report used for email statistics)

Unique management: (not updated as of 3/7/2022)

January: New accounts – 2

Cash recovered – \$251.41

Materials recovered – \$113.93

Accounts paid in full – 1

Circulation Statistics

February 2021—13,635

March 2021—16,196

April 2021—14,411

May 2021—14,674

June 2021—17,168

July 2021—18,903

August 2021— 19,238

September 2021—17,543

October 2021— 18,285

November 2021—16,323

December 2021—15,078

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

February 2022—13,023 (does not include electronic material)

Broome County Public Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	2800030670
1.2	Library Name	BROOME COUNTY PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Binghamton *
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to	N/A

Question 1.8.

1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	185 COURT STREET
1.15	City	BINGHAMTON
1.16	Zip Code	13901
1.17	Mailing Address	185 COURT STREET
1.18	City	BINGHAMTON
1.19	Zip Code	13901
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 778-6400
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 778-6429
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	bcpl@co.broome.ny.us
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.bclibrary.info
1.24	Population Chartered to Serve (per 2010 Census)	200,600
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	County
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N

1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	09/15/1989
1.30	Date the library was last registered	02/22/1985
1.31	Federal Employer Identification Number	161594438
1.32	County	BROOME
1.33	School District	Binghamton
1.34	Town/City	Binghamton
1.35	Library System	Four County Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Josias
1.38	Last Name of Library Director/Manager	Bartram
1.39	NYS Public Librarian Certification Number	GRSYGLH
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active	Y

NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.

- | | | |
|------|--|--------------------------------|
| 1.43 | E-mail Address of the Director/Manager | josias.bartram@broomecounty.us |
| 1.44 | Fax Number of the Director/Manager | (607) 778-6429 |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area? | Y |

Public Votes/Contracts

- | | | |
|------|---|-----|
| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. | N |
| 1. | Name of municipality or district holding the public vote | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | N/A |
| 3. | Date the vote was held (mm/dd/2021) | N/A |
| 4. | Was the vote successful? Y/N | N/A |
| 5. | What type of public vote was it? | N/A |
| 6a. | Most recent prior year approved appropriation from a public vote: | N/A |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | N/A |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | N/A |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- | | | |
|------|---|---|
| 1.47 | Did the library receive funding from an | N |
|------|---|---|

appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

- | | | |
|----|---|-----|
| 1. | Name of municipality or district holding the public vote | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | |
| 3. | Date the last successful vote was held (mm/dd/yyyy) | N/A |
| 4. | What type of public vote was it? | |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | N/A |

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N

- | | | |
|----|---|-----|
| 1. | Name of contracting municipality or district | N/A |
| 2. | Is this a written contractual agreement? | N/A |
| 3. | Population of the geographic area served by this contract | N/A |
| 4. | Dollar amount of contract | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |

1.49 For the reporting year, has the library experienced N

any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	35,972
2.2	Adult Non-fiction Books	90,994
2.3	Total Adult Books (Total questions 2.1 & 2.2)	126,966
2.4	Children's Fiction Books	29,416
2.5	Children's Non-fiction Books	14,728
2.6	Total Children's Books (Total questions 2.4 & 2.5)	44,144
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	171,110

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	1,976

2.10	All Other Print Materials	2,011
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	3,987
2.12	Total Print Materials (Total questions 2.7 and 2.11)	175,097

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	13,029
2.14	Local Electronic Collections	11
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	26
2.17	Audio - Downloadable Units	9,607
2.18	Video - Downloadable Units	1,241
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	114
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	24,017

Non-Electronic Materials

2.21	Audio - Physical Units	6,932
2.22	Video - Physical Units	16,487
2.23	Other Circulating Physical Items	2,011
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	25,430

Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) 224,544

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26 Cataloged Books 7,973

2.27 All Other Print Materials 1

2.28 Electronic Materials 1,808

2.29 All Other Materials 1,764

2.30 **Total Additions** (Total questions 2.26 through 2.29) 11,546

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 107,139

3.1a Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

3.2 Registered resident borrowers 31,517

3.3 Registered non-resident borrowers 268

Please report information on WRITTEN POLICIES as of 12/31/21.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4 Does the library have an open meeting policy? Y

3.5 Does the library have a policy protecting the confidentiality of library records? Y

- | | | |
|------|---|---|
| 3.6 | Does the library have an Internet use policy? | Y |
| 3.7 | Does the library have a disaster plan? | Y |
| 3.8 | Does the library have a board-approved conflict of interest policy? | Y |
| 3.9 | Does the library have a board-approved whistle blower policy? | Y |
| 3.10 | Does the library have a board-approved sexual harassment prevention policy? | Y |

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

- | | | |
|------|--|---|
| 3.11 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | N |
| 3.12 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | Y |
| 3.13 | Does the library have large print books? | Y |
| 3.14 | Does the library have assistive technology for people who are visually impaired or blind? | Y |

3.15 - If so, what do you have?

- | | | |
|---|--|---|
| screen reader, such as JAWS, Windoweyes or NVDA | Yes | |
| refreshable Braille commonly referred to as a refreshable Braille display | No | |
| screen magnification software, such as Zoomtext | Yes | |
| electronic scanning and reading software, such as OpenBook | Yes | |
| 3.16 | Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? | Y |

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	91
------	---	----

3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	2
------	--	---

Note: Last year we included grab-and-go programs, which have been our bread and butter during the pandemic, under this category but have moved them to the one-on-one category as requested.

3.19	Number of Children's Programs	28
------	-------------------------------	----

3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	0
-------	--	---

3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	0
-------	---	---

3.20	Number of Synchronous General Interest Program Sessions	20
------	---	----

3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	113
------	--	-----

3.21a	Number of Synchronous In-Person Onsite Program Sessions	101
-------	---	-----

3.21b	Number of Synchronous In-Person Offsite Program Sessions	0
-------	--	---

3.21c	Number of Synchronous Virtual Program Sessions	12
-------	--	----

3.22	One-on-One Program Sessions	41
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	836
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	20
<p>Note: Last year we included grab-and-go programs, which have been our bread and butter during the pandemic, under this category but have moved them to the one-on-one category as requested.</p>		
3.26	Children's Program Attendance	357
<p>Note: Last year we included grab-and-go programs, which have been our bread and butter during the pandemic, under this category but have moved them to the one-on-one category as requested.</p>		
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	122
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	235
3.27	Attendance at Synchronous General Interest Programs	235
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)	1,448
3.28a	Synchronous In-Person Onsite Program Attendance	1,408
3.28b	Synchronous In-Person Offsite Program Attendance	0
3.28c	Synchronous Virtual Program Attendance	40
3.29	One-on-One Program Attendance	2,449
3.29a	Total Number of Asynchronous Program Presentations	0
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	0

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

- | | | |
|----|---|-----|
| a. | Program(s) for children | Yes |
| b. | Program(s) for young adults | Yes |
| c. | Program(s) for Adults | Yes |
| d. | Summer Reading at New York Libraries name and/or logo used | Yes |
| e. | Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) | Yes |
| f. | N/A | No |

- | | | |
|------|---|-----|
| 3.31 | Library outlets offering the summer reading program | 1 |
| 3.32 | Children registered for the library's summer reading program | 203 |
| 3.33 | Young adults registered for the library's summer reading program | 26 |
| 3.34 | Adults registered for the library's summer reading program | 160 |
| 3.35 | Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34) | 389 |
| 3.36 | Children's program sessions - Summer 2021 | 12 |
| 3.37 | Young adult program sessions - Summer 2021 | 0 |
| 3.38 | Adult program sessions - Summer 2021 | 0 |
| 3.39 | Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38) | 12 |

3.40	Children's program attendance - Summer 2021	240
3.41	Young adult program attendance - Summer 2021	0
3.42	Adult program attendance - Summer 2021	0
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	240

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	1

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.53 - Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	No
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes

d. N/A No

3.54 - Number of sessions

a. Focus on birth - school entry (kindergarten) 0

b. Focus on parents & caregivers 0

c. Combined audience 15

d. N/A 0

3.55 **Total Sessions** 15

3.56 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 0

b. Focus on parents & caregivers 0

c. Combined audience 150

d. N/A 0

3.57 **Total Attendance** 150

3.58 - Collaborators (check all that apply):

a. Childcare center(s) Yes

b. Public School District(s) and/or BOCES Yes

c. Non-Public School(s) No

d. Health care providers/agencies Yes

e. Other (describe using the State note) No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59 Did the library offer adult literacy programs? No

3.60 Total group program sessions 0

3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0
3.64 - Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0

3.76 - Collaborators (check all that apply):

- | | | |
|----|--|----|
| a. | Literacy NY (Literacy Volunteers of America) | No |
| b. | Public School District(s) and/or BOCES | No |
| c. | Non-Public School(s) | No |
| d. | Other (describe using the Note) | No |

Please report information on DIGITAL LITERACY for the 2021 calendar year.

DIGITAL LITERACY

- | | | |
|------|---|----|
| 3.77 | Did the library offer digital literacy programs? | Y |
| 3.78 | Total group program sessions | 12 |
| 3.79 | Total one-on-one program sessions | 6 |
| 3.80 | Total group program attendance | 48 |
| 3.81 | Total one-on-one program attendance | 15 |
| 3.82 | Did your library offer teen-led activities during the 2021 calendar year? | N |

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

- | | | |
|-----|--|--------|
| 4.1 | Adult Fiction Books | 57,511 |
| 4.2 | Adult Non-fiction Books | 22,123 |
| 4.3 | Total Adult Books (Total questions 4.1 & 4.2) | 79,634 |
| 4.4 | Children's Fiction Books | 45,071 |
| 4.5 | Children's Non-fiction Books | 10,510 |

4.6	Total Children's Books (Total questions 4.4 & 4.5)	55,581
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	135,215

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	37,665
4.9	Circulation of Children's Other Materials	6,362
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	44,027
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	179,242

ELECTRONIC USE

4.12	Use of Electronic Material	25,865
4.13	Successful Retrieval of Electronic Information	50,828
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	76,693
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	205,107
4.16	Total Collection Use (Total questions 4.13 & 4.15)	255,935
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	61,943

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	16,275
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	10,708
------	--------------------------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	31,744
------	--------------------------	--------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	51,597
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	Four County Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Douglas Camin
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 778-2335
5.12	IT contact's email address	douglas.camin@broomecountyny.gov

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total

number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1.06
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	5
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	13.4
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	19.46
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$46,668
6.16	FTE - Library Director (certified)	1.06
6.17	Salary - Library Director (certified)	\$78,146

6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

- Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
- Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
- Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
- Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
- Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
- Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y
- Is open the minimum standard number of public service hours for population served. (see instructions) Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

- | | | |
|------|---|---|
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations | Y |

which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	60.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	60.00
8.10	Annual Total Hours - Main Library	2,612.50
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,612.50

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all

information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	No
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	Yes
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

1.	Outlet Name	Broome County Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	185 Court Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Binghamton
6.	Zip Code	13901
7.	Phone (enter 10 digits only)	(607) 778-6400
8.	Fax Number (enter 10 digits only)	(607) 778-6429
9.	E-mail Address	bcpl@co.broome.ny.us
10.	Outlet URL	http://www.bclibrary.info
11.	County	Broome
12.	School District	Binghamton
13.	Library System	Four County Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,612
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy	0

due to COVID-19

17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	163
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	County
22.	Who owns the land on which this outlet is built?	County
23.	Indicate the year this outlet was initially constructed	1999
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019
25.	Square footage of the outlet	72,000
26.	Number of Internet Computers Used by General Public	35
27.	Number of uses (sessions) of public Internet computers per year	9,452
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Other (specify using the State note)

Note: FirstLight

32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	74,143
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	Y
37.	<i>LIBID</i>	2800030670
38.	<i>FSCSID</i>	NY0164
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021)	12
------	---	----

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No
10.3	If yes, what is the range?	
10.4	If your library has a range, how many voting	

positions are stated in the library's current by-laws?

- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 11
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
- 10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5 years

BOARD MEMBER SELECTION

- 10.8 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

- 10.9 First Name JoAnne
- 10.10 Last Name Hanrahan
- 10.11 Mailing Address 25 Linden Av.
- 10.12 City Binghamton
- 10.13 Zip Code (5 digits only) 13901
- 10.14 Phone (enter 10 digits only) (607) 723-0962
- 10.15 E-mail Address joanne.hanrahan25@gmail.com
- 10.16 Term Begins - Month October
- 10.17 Term Begins - Year (yyyy) 2019
- 10.18 Term Expires - Month December
- 10.19 Term Expires - Year (yyyy) 2022
- 10.20 Is the trustee serving a full term? If No, add a Note. No

The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Trustee is filling a seat that was left vacant for 1 year and 10 months after the expiration of the previous term. The previous trustee was Chelsea Reome who served from October 2016 to December 2017, filling out the remainder of Lisa Kost's term which ran from January 2013 to December 2017.

10.21	The date the Oath of Office was taken (mm/dd/yyyy)	10/03/2019
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/03/2019
10.23	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Peter
3.	Last Name of Board Member	DeWind
4.	Mailing Address	316 Magnolia Dr.
5.	City	Vestal
6.	Zip Code (5 digits only)	13850
7.	E-mail address	peterjd@stny.rr.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December

12. Term Expires - Year (yyyy) 2023

13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

No

Note: Trustee is filling the remainder of Eugene Burns term which was to run from January 2019 to December 2023.

14. The date the Oath of Office (mm/dd/yyyy) was taken 02/11/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/11/2021

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Emily

3. Last Name of Board Member Wall

Note: Last name was previously Backus

4. Mailing Address 26 McNamara Ave.

5. City Binghamton

6. Zip Code (5 digits only) 13903

7. E-mail address e.s.backus@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month October

10. Term Begins - Year (year) 2019

11. Term Expires December

12. Term Expires - Year (yyyy) 2022

13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No

Note: Trustee is filling the remainder of Laura Evan's term, which was to run from January 2018 to December 2022.

14. The date the Oath of Office (mm/dd/yyyy) was taken 10/03/2019

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/03/2019

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Katie

3. Last Name of Board Member Bowers

4. Mailing Address 71 Mill St

5. City Binghamton

6. Zip Code (5 digits only) 13903

7. E-mail address katiebwrs@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month January

10. Term Begins - Year (year) 2021

11. Term Expires December

12. Term Expires - Year (yyyy) 2025

- | | | |
|-----|--|-------------------------------|
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 02/11/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/11/2021 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Kate |
| 3. | Last Name of Board Member | Miller-Corcoran |
| 4. | Mailing Address | 11 Stanford Pl. |
| 5. | City | Binghamton |
| 6. | Zip Code (5 digits only) | 13905 |
| 7. | E-mail address | kate.millercorcoran@gmail.com |
| 8. | Office Held or Trustee | Financial Officer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. Yes
The Note should identify the previous trustee | |

whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- | | | |
|-----|---|----------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 02/06/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/16/2020 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Jeffrey |
| 3. | Last Name of Board Member | Boisvert |
| 4. | Mailing Address | 77 Park Ave. #1 |
| 5. | City | Binghamton |
| 6. | Zip Code (5 digits only) | 13903 |
| 7. | E-mail address | jdb10585@hotmail.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | May |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 13. | Is the trustee serving a full term? If No, add a Note. No
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: | |

Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Note: Trustee is filling a seat that was left vacant for 5 months following the expiration of the previous term.

- | | | |
|-----|--|-----------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 05/14/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/14/2020 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Sara |
| 3. | Last Name of Board Member | Tarricone |
| 4. | Mailing Address | 2512 Rhonda Dr |
| 5. | City | Vestal |
| 6. | Zip Code (5 digits only) | 13385 |
| 7. | E-mail address | SPTarricone@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, | Yes |

which was to run from beginning date to ending date.

14. The date the Oath of Office (mm/dd/yyyy) was taken 04/05/2018

Note: The discrepancy between the beginning of the trustee's term and the oath of office is intentional. She was given the oath of office when appointed to fill the last year of the previous term, but it wasn't repeated when she began the full term.

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/05/2018

16. Is this a brand new trustee? N

1. Status Filled

2. First Name of Board Member Jennifer

3. Last Name of Board Member Embree

4. Mailing Address 725 Prescott Ave.

5. City Endicott

6. Zip Code (5 digits only) 13760

7. E-mail address jembree@binghamton.edu

8. Office Held or Trustee Trustee

9. Term Begins - Month January

10. Term Begins - Year (year) 2020

11. Term Expires December

12. Term Expires - Year (yyyy) 2023

13. Is the trustee serving a full term? If No, add a Note. No
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term,

which was to run from beginning date to ending date.

Note: Trustee is filling the remainder of Nancy Abashian's term which was to run from January 2019 to December 2023.

- | | | |
|-----|--|------------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 02/06/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/16/2020 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Jill |
| 3. | Last Name of Board Member | Kissick-Castro |
| 4. | Mailing Address | 10 St. Johns Ave |
| 5. | City | Binghamton |
| 6. | Zip Code (5 digits only) | 13905 |
| 7. | E-mail address | jkcastro2012@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2021 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 13. | Is the trustee serving a full term? If No, add a Note. Yes
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example:
Trustee is filling the remainder of [name]'s term, | |

which was to run from beginning date to ending date.

- | | | |
|-----|---|-----------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 02/11/2021 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/11/2021 |
| 16. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Charmian |
| 3. | Last Name of Board Member | Foster |
| 4. | Mailing Address | 67 Orchard Ave |
| 5. | City | Johnson City |
| 6. | Zip Code (5 digits only) | 13790 |
| 7. | E-mail address | cfoster15@stny.rr.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |

14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/10/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/11/2022
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Sarah
3.	Last Name of Board Member	Glose
4.	Mailing Address	41 Davis Street
5.	City	Binghamton
6.	Zip Code (5 digits only)	13905
7.	E-mail address	sglose@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/10/2022

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/11/2022

16. Is this a brand new trustee? Y

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name JoAnne Hanrahan

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Peter DeWind

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Margaret Shiel

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Kathleen Jablonowski

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Kate Miller-Corcoran

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Jeffrey Boisvert

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Katie Bowers
2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Jill Kissick-Castro
2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Emily Wall
2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Sara Tarricone
2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Jennifer Embree
2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; Y if no, go to question 11.3.

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$39,372
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Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
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11.11	Other Federal Aid	\$0
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11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$851
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11.15	Fund Raising	\$0
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11.16	Income from Investments	\$965
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11.17	Library Charges	\$17,097
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11.18	Other	\$31,247
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11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$50,160
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11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,438,627
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11.21	BUDGET LOANS	\$0
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Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
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11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$0
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$2,438,627

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$372,194
12.2	Other Staff	\$385,564
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$757,758
12.4	Employee Benefits Expenditures	\$598,618
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,356,376

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$118,444
12.7	Electronic Materials Expenditures	\$24,048
12.8	Other Materials Expenditures	\$45,604

12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$188,096
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CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$153,231
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12.11	From Other Funds (71OF)	\$0
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12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$153,231
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OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$10,480
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12.14	From Other Funds (72OF)	\$0
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12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$10,480
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12.16	Other Disbursements for Operation & Maintenance of Buildings	\$218,012
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12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$228,492
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$8,901
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12.19	Telecommunications	\$91,385
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12.20	Postage and Freight	\$356
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12.21	Professional & Consultant Fees	\$6,963
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12.22	Equipment	\$4,356
-------	-----------	---------

12.23	Other Miscellaneous	\$143,288
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12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$255,249
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Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$63,056
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$7,783
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12.27	From Other Funds (73OF)	\$0
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12.28	Total (Add Questions 12.26 and 12.27)	\$7,783
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Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
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12.30	Short-Term Loans	\$0
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12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$7,783
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12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$2,252,283
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
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12.34	From Other Funds (76OF)	\$0
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12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
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12.36	Transfer to Other Funds	\$136,941
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12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$136,941
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12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$2,389,224
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12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$49,403
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12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$2,438,627
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ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/10/2022
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	02/21/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2021-12/31/2021
12.44	Indicate type of audit (select one):	County

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0
13.5	Other State Aid	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 **Transfer from Operating Fund (Same as Question 12.35)** \$0

13.9 **TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)** \$0

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)** \$0

13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)** \$0

13.13 **TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)** \$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 **Construction** \$0

14.2 **Incidental Construction** \$0

Other Disbursements

14.3 **Purchase of Buildings** \$0

14.4 **Interest** \$0

14.5 **Collection Expenditures** \$0

14.6 **Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)** \$0

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library

during the calendar year ending December 31, 2021. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE) .37

15.1.2 Total Expenditure for Professional Salaries \$7,456

15.1.3 - 15.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE) .4

15.1.4 Total Expenditures for Other Staff Salaries \$10,608

15.1.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds) \$5,600

15.1.6 **Purchased Services:** Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category N/A

2. Provider of Services N/A

3. Expenditure N/A

15.1.7 **Total Expenditure - Purchased Services** \$0

15.1.8 **Supplies and Materials:** Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of

explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category N/A

2. Expenditure N/A

15.1.9 **Total Expenditure - Supplies and Materials** \$0

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel N/A

2. Expenditure N/A

15.1.11 **Total Expenditures - Travel** \$0

15.1.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. Expenditure N/A

15.1.13 **Total Expenditure - Equipment and Furnishings** \$0

15.1.14	Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)	\$23,664
15.1.15	Cash Balance at the Opening of the Fiscal Year (total 15.1.15a + 15.1.15b) NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
15.1.15a	CBA Cash Balance at the Opening of the Fiscal Year	\$0
15.1.15b	CLDA Cash Balance at the Opening of the Fiscal Year.	\$0
15.1.16	Total Allocation received from the system:	\$23,664
15.1.17	Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)	\$0
15.1.18	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	This aid partially subsidizes 2 positions that process materials for ILL in keeping with our role as the central library

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	5.68
16.2	Total Librarians	5.68
16.3	All Other Paid Staff	12.56
16.4	Total Paid Employees	18.24
16.5	State Government Revenue	\$134,548
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$53,058
16.8	Total Operating Revenue	\$2,438,627
16.9	Other Operating Expenditures	\$546,797

16.10	Total Operating Expenditures	\$2,091,269
16.11	Total Capital Expenditures	\$153,231
16.12	Print Materials	173,086
16.13	Total Registered Borrowers	31,785
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	35
16.16	Total Uses (sessions) of Public Internet Computers Per Year	9,452
16.17	Wireless Sessions	74,143
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	2800030670
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CO
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CO1
17.7	<i>FSCS ID</i>	NY0164
17.8	<i>SED CODE</i>	030200700015
17.9	<i>INSTITUTION ID</i>	800000055021

SUGGESTED IMPROVEMENTS

Library Name: BROOME COUNTY PUBLIC LIBRARY

Library System: Four County Library System

Name of Person Completing Form: Josias Bartram

Phone Number: (607) 778-6407

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

I'm glad that the program definitions have been updated to reflect the changes in services sparked by the pandemic, but I feel that it's still not where it needs to be. Grab-and-go or make-and-take programs are legitimate library programs that are here to stay and should be counted under the age-specific categories.