

Account	Budgeted	Collected	Remaining		
Revenue					
5000100 LIBRARY COPY FEES	8,000	1,121.20	14%	6,878.80	86%
5000177 RENTALS & FEES	7,500	1,200	16%	6,300	84%
5000189 OTHER LOCAL GOVERNMENTS	803,963	-	0%	803,963	100%
5000312 RENTAL CHARGEBACKS	47,000	-	0%	47,000	100%
5000426 MISCELLANEOUS	11,250	882.21	8%	10,367.79	92%
5000431 MISCELLANEOUS	15,000	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	500	-	0%	500.00	100%
5000470 VENDING MACHINE	900	-	0%	900.00	100%
5000471 COMMISSIONS	600	-	0%	600	100%
5000531 GIFTS AND DONATIONS	1,000	-	0%	1,000.00	100%
5000545 CREDIT CARD REBATES	100	-	0%	100.00	100%
5000562 TRANSFER FROM GENERAL FUND	1,443,640	1,443,640	100%	-	0%
5000808 OTHER STATE AID	98,690	-	0%	98,690.00	100%
5000952 ARRA DEBT REIMBURSEMENT	431	-	0%	431.00	100%
<b>Total Revenue (operating):</b>	<b>2,438,574</b>	<b>1,446,843.41</b>	<b>59%</b>	<b>991,730.59</b>	<b>41%</b>

Projects & Grants					
5000808 STATE CONSTRUCTION AID - 2021	39,372	35,435	90%	3,937	10%
5000808 STATE CONSTRUCTION AID - 2022	378,023	340,221	90%	37,802	10%
KRESGE GRANT (Friends)	31,700	31,700	100%	-	0%
COMMUNITY FOUNDATION (Friends	5,000	2,500	50%	2,500	50%
COMMUNITY FOUNDATION #2 (Friends	2,000	2,000	100%	-	0%
KLEE GRANT (Friends)	80,000	50,000	63%	30,000	38%
<b>Projects &amp; Grants Revenue</b>	<b>536,095</b>	<b>461,856</b>	<b>86%</b>	<b>74,239</b>	<b>14%</b>

Account	Budget	Encumbered	Spent	Remaining
<b>Salary and Benefits</b>				
6001000 SALARIES FULL-TIME	827,243		95,993.03 12%	731,249.97 88%
6001001 SALARIES PART-TIME	144,290		21,914.46 15%	122,375.54 85%
6001002 SALARIES TEMPORARY	1,201		2,869.12 239%	-1,668.12 -139%
6001003 SALARIES OVERTIME	-		266.17	-266.17
<b>Total Salary</b>	<b>972,734</b>		<b>121,042.78 12%</b>	<b>851,691.22 88%</b>
6008001 STATE RETIREMENT	135,041		15,776.38 12%	119,264.62 88%
6008002 SOCIAL SECURITY	72,869		8,848.39 12%	64,020.61 88%
6008004 WORKERS COMPENSATION	5,808		- 0%	5,808 100%
6008006 LIFE INSURANCE	255		13.5 5%	241.5 95%
6008007 HEALTH INSURANCE	152,367		18,519.62 12%	133,847.38 88%
6008009 RETIREE HEALTH INSURANCE	352,348		- 0%	352,348 100%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500		- 0%	3,500 100%
6008014 NYS Voluntary Defined Contribution	6,505		919.44 14%	5,585.56 86%
<b>Total Benefits</b>	<b>728,693</b>		<b>44,077.33 6%</b>	<b>684,615.67 94%</b>
<b>Salary and Benefits</b>	<b>1,701,427</b>		<b>165,120.11 10%</b>	<b>1,536,306.89 90%</b>
<b>Contractual Expenditures</b>				
6004012 OFFICE SUPPLIES	2,400	792.50 33%	- 0%	1607.5 67%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	960.10 96%	39.90 4%	- 0%
6004022 FUEL AND HEATING SUPPLIES	26,000	- 0%	2,711.94 10%	23,288.06 90%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	7,000 163%	- 0%	-2,700 -63%
6004030 FOOD AND BEVERAGES	100	- 0%	- 0%	100 100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	- 0%	- 0%	5,785 100%
6004055 COMPUTER SOFTWARE AND SUPPLIES	69,994	362.88 1%	- 0%	69,631 99%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	5,000	2,343.15 47%	-	2,657
6004070 BOOKS ADULT SERVICES	66,500	43,009.90 65%	6,990.10 11%	16,500 25%
6004071 JUVENILE BOOKS	52,000	42,009.84 81%	5,990.16 12%	4,000 8%
6004073 SUBSCRIPTIONS	2,000	- 0%	- 0%	2,000 100%
6004074 AUDIOVISUAL MATERIALS	40,000	25,570.40 64%	4,429.60 11%	10,000 25%
6004075 ELECTRONIC ACCESS MATERIALS	32,980	- 0%	- 0%	32980.00 100%
6004100 POSTAGE AND FREIGHT	700	- 0%	45.23 6%	654.77 94%

6004105 DUES AND MEMBERSHIPS	2,050	-	0%	-	0%	2,050	100%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	3,238.58	157%	351.85	17%	-1,530	-74%
6004113 WATER AND SEWAGE CHARGES	3,200	-	0%	-	0%	3,200	100%
6004115 ELECTRIC CURRENT	65,000	-	0%	5,022.38	8%	59,977.62	92%
6004117 BUILDING AND GROUNDS EXPENSES	41,014	7,649.70	19%	-8.61	0%	33,372.91	81%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,500	-	0%	-	0%	3,500	100%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	-	0%	42.96	1%	5,957	99%
6004138 OTHER OPERATIONAL EXPENSES	16,000	5,256.98	33%	2,353.23	15%	8,389.79	52%
6004147 OTHER PROGRAM EXPENSES	15,000	-	0%	449.99	3%	14,550	97%
6004160 MILEAGE AND PARKING-LOCAL	1,000	-	0%	-	0%	1000	100%
6004161 TRAVEL HOTEL AND MEALS	1,850	-	0%	-	0%	1,850	100%
6004162 EDUCATION AND TRAINING	2,000	-	0%	49	2%	1,951	98%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	-	0%	-	0%	175	100%
6004193 HARDWARE MAINTENANCE	8,500	-	0%	-	0%	8,500	100%
6004196 COPYING MACHINE RENTALS	4,800	-	0%	709.74	15%	4,090.26	85%
6004504 OTHER FINANCIAL SERVICES	20	-	0%	-	0%	20	100%
6004573 OTHER FEES FOR SERVICES	6,400	-	0%	473.46	7%	5,927	93%
<b>Total</b>	<b>487,328</b>	<b>138,194.03</b>	<b>28%</b>	<b>29,650.93</b>	<b>6%</b>	<b>319,483.04</b>	<b>66%</b>

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

<b>Debt</b>							
6006000 PRINCIPAL ON SERIAL BONDS	6,582			-	0%	6,582	100%
6006001 BANS Principal	47,578			-	0%	47,578	100%
6007000 INTEREST ON SERIAL BONDS	1,028			-	0%	1,028	100%
6007001 BANS Interest	4,830			-	0%	4,830	100%
<b>Grand Total (operating):</b>	<b>2,438,574</b>	<b>138,194.03</b>	<b>6%</b>	<b>194,771.04</b>	<b>8%</b>	<b>2,105,608.93</b>	<b>86%</b>

Projects & Grants							
6004117 STATE CONSTRUCTION AID - 2021	39,372	-	0%	39,372	100%	-	0%
6004117 STATE CONSTRUCTION AID - 2022	378,023	-	0%	-	0%	378,023	100%
KRESGE GRANT (Friends)	31,700	-	0%	17,629.55	56%	14,072	44%
COMMUNITY FOUNDATION (Friends)	5,000	-	0%	-	0%	5,000	100%
COMMUNITY FOUNDATION #2 (Friends)	2,000	-	0%	-	0%	2,000	100%
KLEE GRANT (Friends)	80,000	-	0%	30,650.43	38%	49,349.57	62%
<b>Total Projects &amp; Grants</b>	<b>536,095.00</b>	<b>0.00</b>	<b>0%</b>	<b>87,651.98</b>	<b>16%</b>	<b>448,444.57</b>	<b>84%</b>

## Director's Report

Josias Bartram

March 9, 2023

### Dale's feedback

#### Frequently Referenced People and Terms

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

### Finances/Budget

- The February financials are also attached. Everything is looking good so far.
- We (JoAnne, Kate, Sherry, and I) went over to the county building on February 14<sup>th</sup> to talk to Colleen Wagner (Deputy County Executive) and Jerry Knebel (Budget Director) about our 2024 budget priorities. We primarily focused on continuing to add positions, specifically in Youth Services and Facilities/Custodial. As always, it was a very collegial and positive meeting. We didn't receive any promises, which is to be expected this early in the process. However, they were very open to considering our requests. We were also able to address the urgency of the issues with the front doors and received immediate help from them. See Building/Facilities for more details.

### Non-traditional library programs and services

Last month, as part of our focus on working with community nonprofits and governmental agencies to directly address the needs of the community, we put out a table in the rotunda with free condoms and informational pamphlets on safe sex. These materials were provided by the Southern Tier Aids Project (STAP), who BCPL has worked with for years. I received some feedback from trustees who were concerned with how this would be perceived by the community, and who requested to be more fully informed and given more opportunity for oversight when it comes to non-traditional programs and services, particularly when we are working with outside organizations. It's important to me to emphasize that while multiple BCPL staff members have worked on this specific project and on our non-traditional programs more broadly, it has always been under my direction and with my full approval. Therefore, concerns and feedback should always be addressed to me.

- I understand that the board has an important role to play when it comes to oversight and safeguarding the BCPL's reputation in the community. It wasn't my intent to provoke or blindside anyone with this initiative. However, I am also wary of board overreach because of crises that I have watched play out at other public libraries across the country where boards have tried to micromanage collection development and other library functions that are clearly the responsibility of professional staff. My request is that we work together to figure out the best balance that gives our librarians the room to be able to do their jobs but also respects your oversight role. Clearly, this starts with better communication on my part, and this will be the primary focus of our March meeting. We have accomplished a lot in a short period of time, and growing pains are to be expected.
- We were able to reach a compromise on the specific issue of the condoms and pamphlets but want to offer the full board the opportunity to vote on the details. The vision is to create a family friendly zone (to the extent that we are able) that leads from the front doors, through the rotunda, past circulation, to the Youth Services department. The Peer Support Room and the public bathroom off the rotunda would then be available as locations to distribute materials and information that could be upsetting to some of our families. This includes condoms and pamphlets on safe sex, but also resources related to addressing the overdose epidemic.
- Part of the discussion also related to our plans to continue ramping up public health and harm reduction related programs. There is quite a bit of information about this vision attached, and we plan to present more at the meeting. In order to avoid/minimize miscommunication in the future, I want to make sure that the board understands and supports the overall vision, and that we have a clear and shared understanding of the parameters.

- The second piece is to make sure that our elected leaders understand that we are approaching this in an entirely non-partisan manner. This commitment is reflected in the attached overview of harm reduction and public health programs in libraries. My plan is to do a second round of meetings once the annual report is finished to highlight our accomplishments and present our vision. I have also reached out to the Sheriff's Department about being involved in some of our harm reduction initiatives.

### **Contracts/purchases**

- MOU with Greater Opportunities – if approved, this would allow a representative from Greater Opportunities to be regularly scheduled at the Library to provide housing assistance out of the Peer Support Room. This is in keeping with the vision outlined above.

### **Data and Reports**

- One of the areas in which I've been consulting with Dale Ketcham is on improving our data collection and reporting. As I've shared our board reports with him, he's observed that while we do a good job of collecting a lot of raw data and presenting it graphically, we aren't providing much context as to what it means. This is an area that I would like to focus on improving over the next year. It would be helpful to know what questions you have when you look at the reports we're providing and how we can contextualize all of the information to help you fulfill your oversight role.
- That said, it's the time of year that I ask you to approve the motherload of uncontextualized data: our NYS annual report. This took me roughly 12 hours of focused time to complete this year, which is at least down significantly from my first year doing it. We will now be taking a small portion of this data and producing the annual report that we actually distribute to the community. Laura will be doing the heavy lifting on the design and production of the report. We expect to have it for the April meeting.

### **Building/Facilities**

- With some help from Colleen Wagner and Jerry Knebel, Engineering has come up with a solution to get our front doors operational without having to wait for the door replacement. We can purchase the new door openers under contract, and they will work with both our existing doors and the new ones once the project is able to move forward. We will need to front the funds from our operating budget (roughly \$20-25k), but they can be reimbursed from capital funds once the full project is approved.
- The 2021-2022 Construction Aid project (bathroom renovations and door from Youth Services to the garden) needs to be on the April legislative agenda so that we don't lose all momentum. I'm working on code approval for the bathrooms.

### **Security/Safety**

We are back to full Security staffing as promised, and it has been a huge relief. The next step is to make sure that we have a system for fully training new officers and to generally improve communication between our departments. Sherry and I will be meeting with Brian Norris and Adam Devoe from Broome Security next Wednesday.

## **Personnel**

- The Account Clerk exam was held in February. We're waiting for the list to be released and will then hopefully be able to fill our new Senior Account Clerk position.
- Sienna Dransfield has resigned her part-time Library Clerk position in Youth Services. She's having a baby, along with several other life changes, and we had a baby shower for her at the end of February. Nicole Paolillo is transferring from Circulation to Youth Services, so we have an open Clerk position in Circulation. There's still an active Library Clerk list, so we are starting by trying to hire from the top three candidates.

## **Planning/Survey**

We currently have 555 responses to the survey. Dale Ketcham is still helping us to collect in-person responses and we are also collecting them at the desks and at programs. Boosted Facebook posts are consistently the best way to collect large numbers of responses online, and I intend to boost at least one more post. I'd like to get to 1,000 responses by the end of the month. When we close the survey, we will be doing a raffle for \$100, \$50, and \$25 visa gift cards.

## **Board appointments**

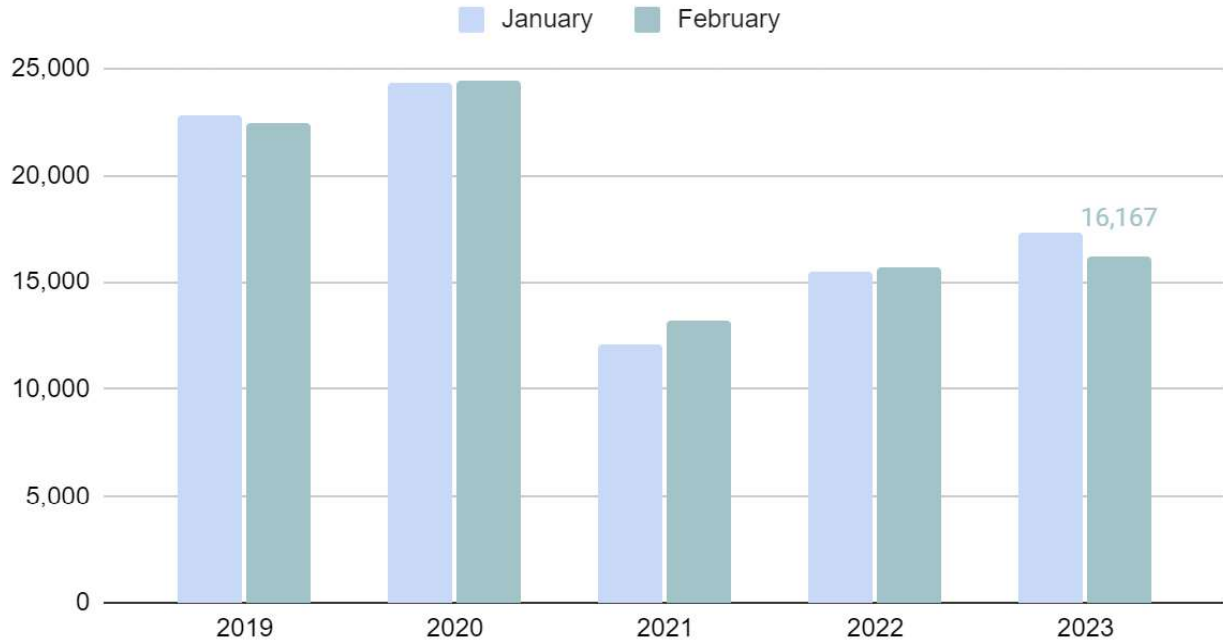
Al and Vikki's appointments and JoAnne's reappointment didn't make it onto the March legislative agenda. I don't want to throw anyone under the bus, but this isn't due to any mistakes on the Library side. They should definitely be on the April agenda. We will need to discuss whether any changes to our meeting schedule are warranted.

# Data Analytics Monthly Report (March 2023)

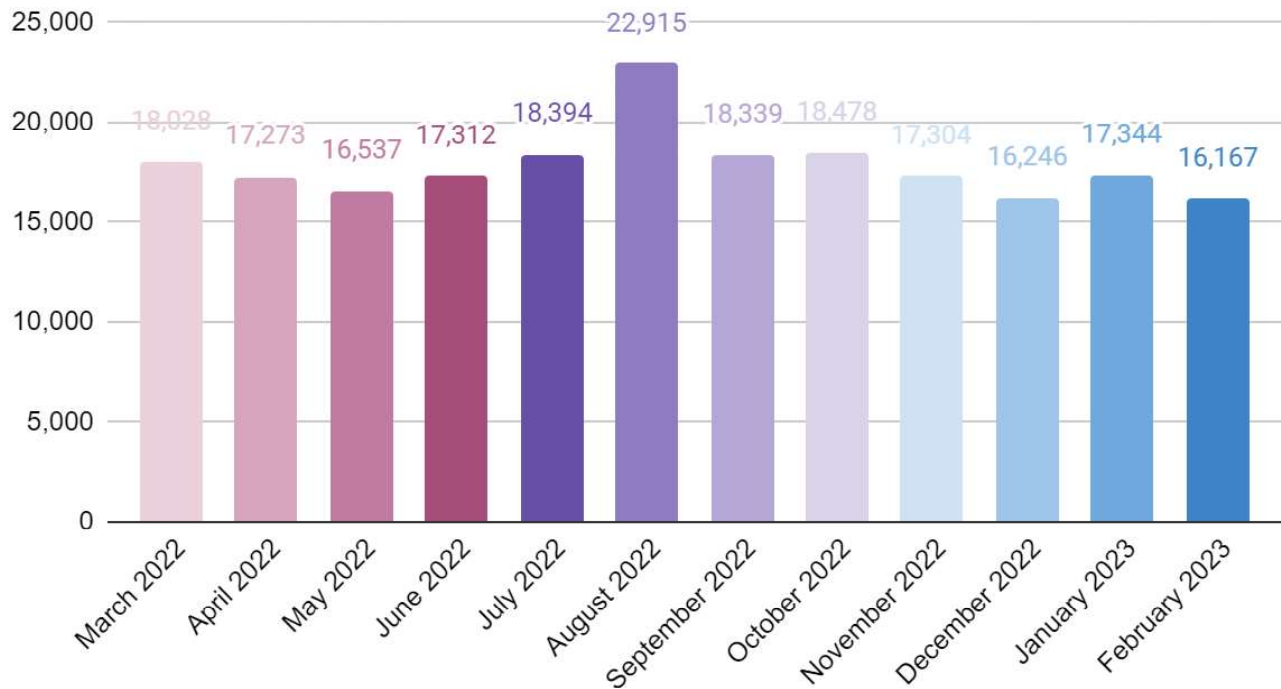
Submitted by Laura Haynes

## Total Monthly Circulation for January and February 2019-2023:

Circulation was down this month but is a step above stats for February 2022 and shows an annual increase:

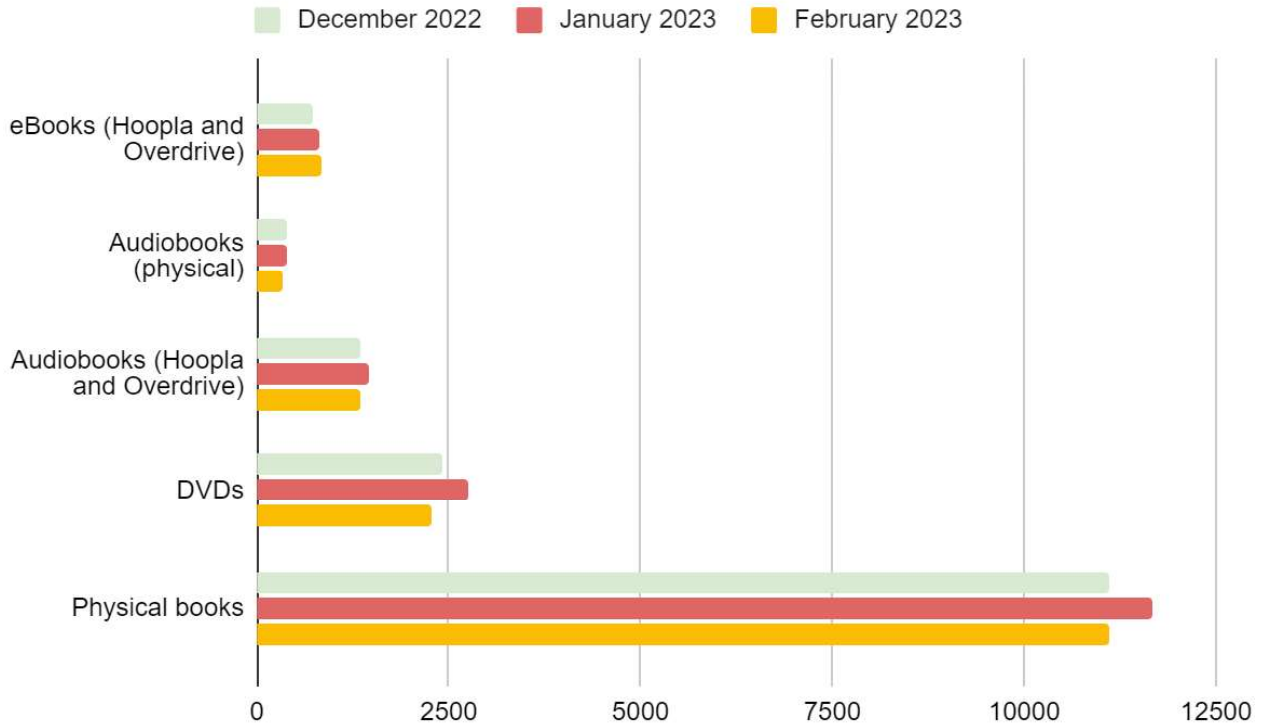


This graph shows circulation statistics for the last 12 months. We are at the lowest point over the last year:



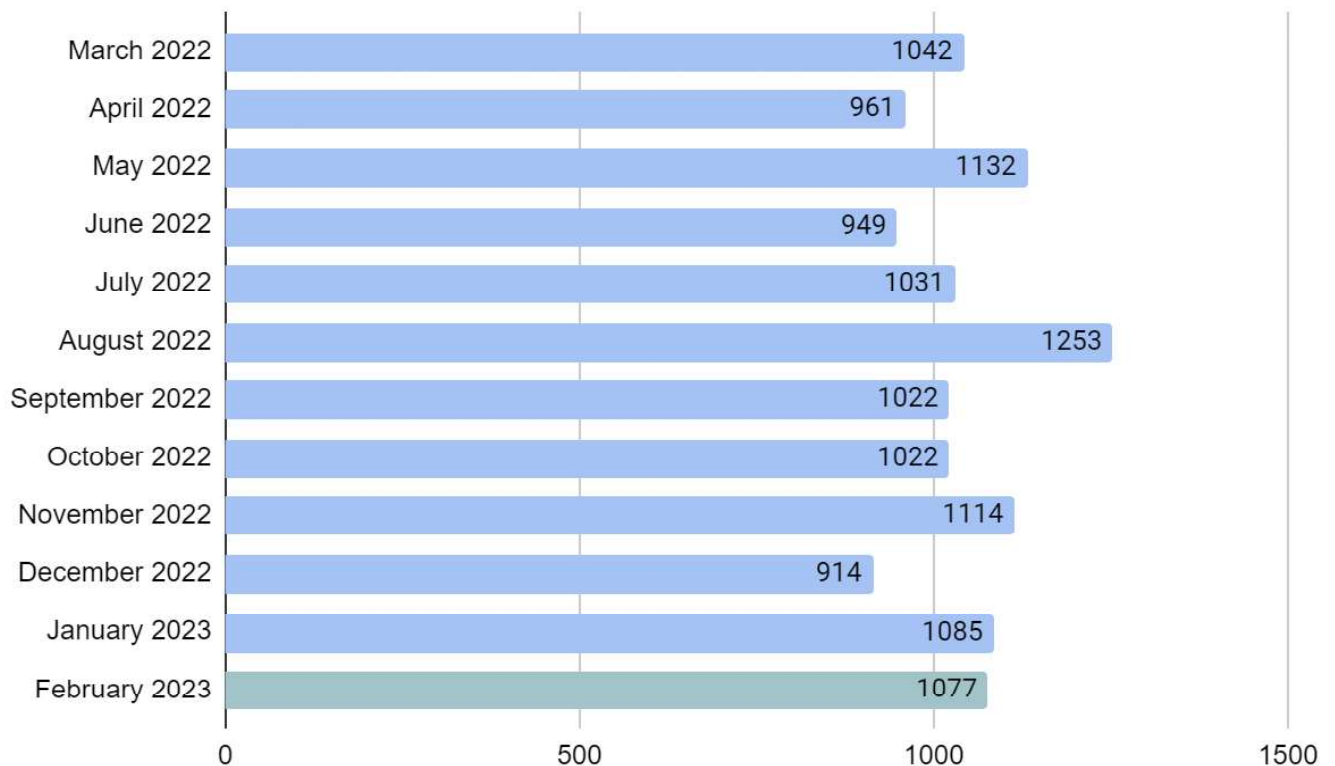
### Circulation by media:

This graph shows a breakdown of circulation stats by media over the past three months. eBook usage increased by 45. All other format totals declined.



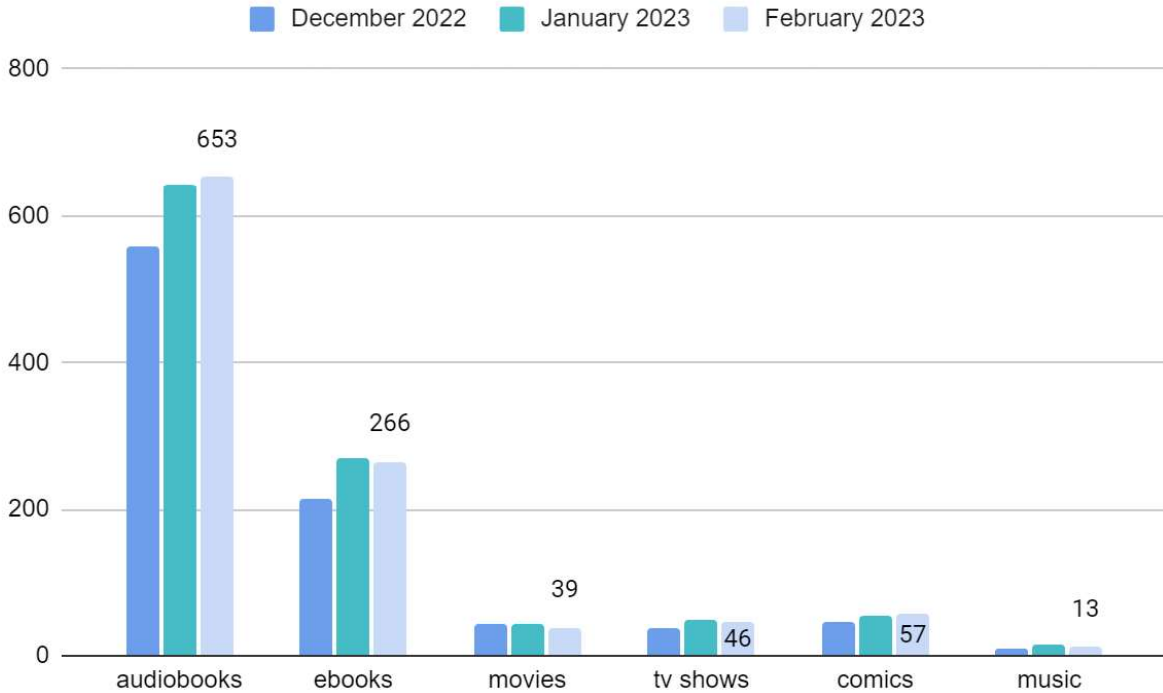
### Hoopla Circulation:

Hoopla circulation dipped slightly.



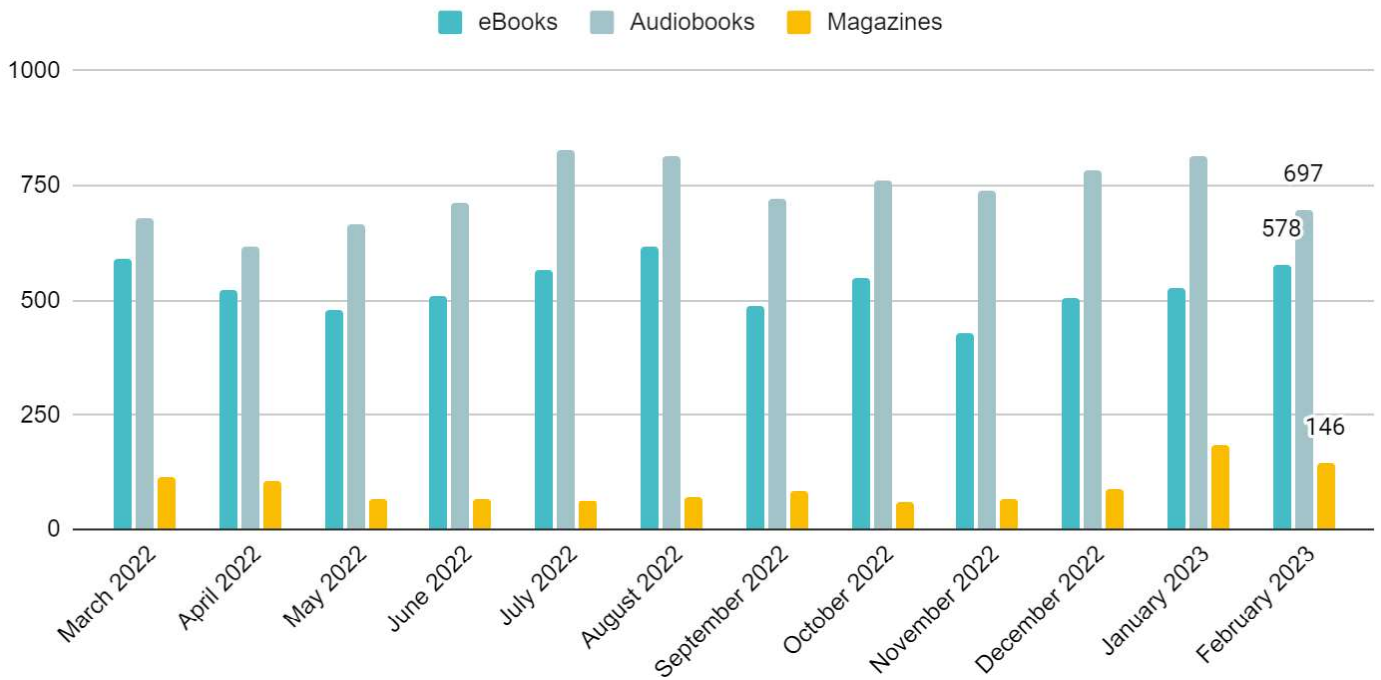
### Hoopla Circulation by category:

This graph shows Hoopla circulation from December to February. Comic book usage and audiobook usage increased, all other categories decreased slightly.



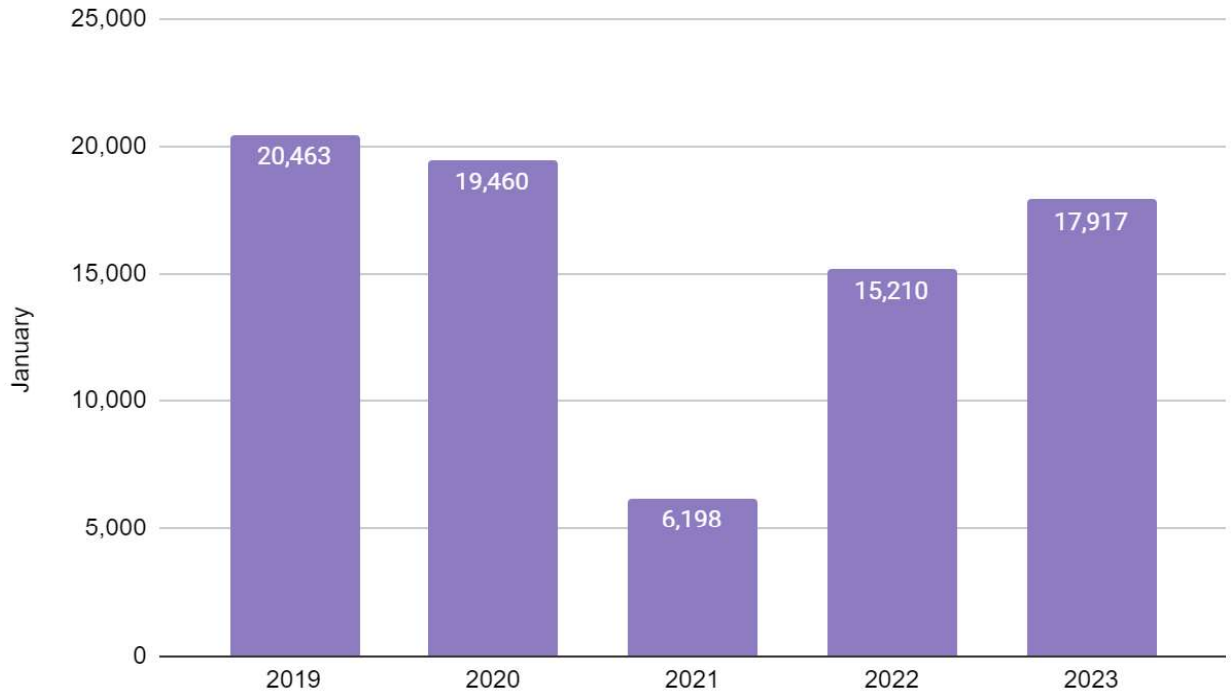
### Overdrive/Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:

Overdrive eBook usage increased, and has been steadily increasing since November 2022. Audiobook usage declined sharply.



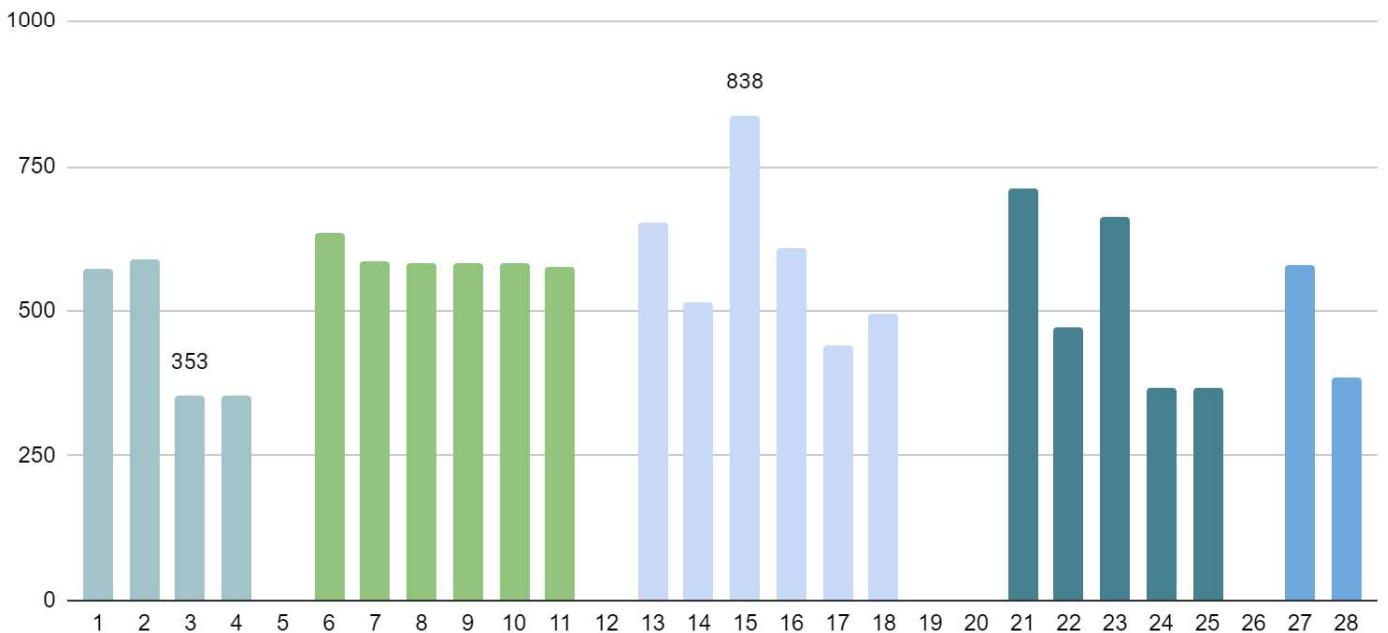
### Total Door Count for February 2019-2023:

This graph shows the door count for the month of February from 2019 to 2023. Door count has been progressively increasing but still we have not gotten back to pre-Covid levels.



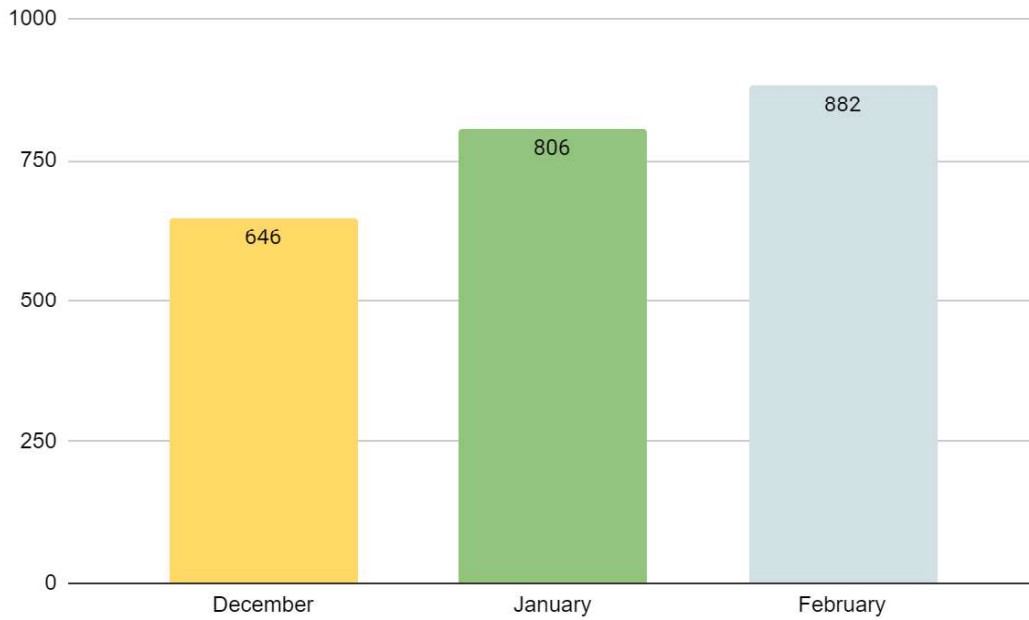
### Daily Door Count Totals (by date):

The high for February was 838 on the 15th, an increase of 137 from last month's high of 701. This could be attributed to the Broome County Historical Society event (Abandoned - The Stories of Binghamton's Deserted Landmarks) on that day. The lowest daily door count was 353 on February 3.



### Hold:

The next two graphs show demand for BCPL items. The number of BCPL specific holds continues to increase, as shown in this graph:

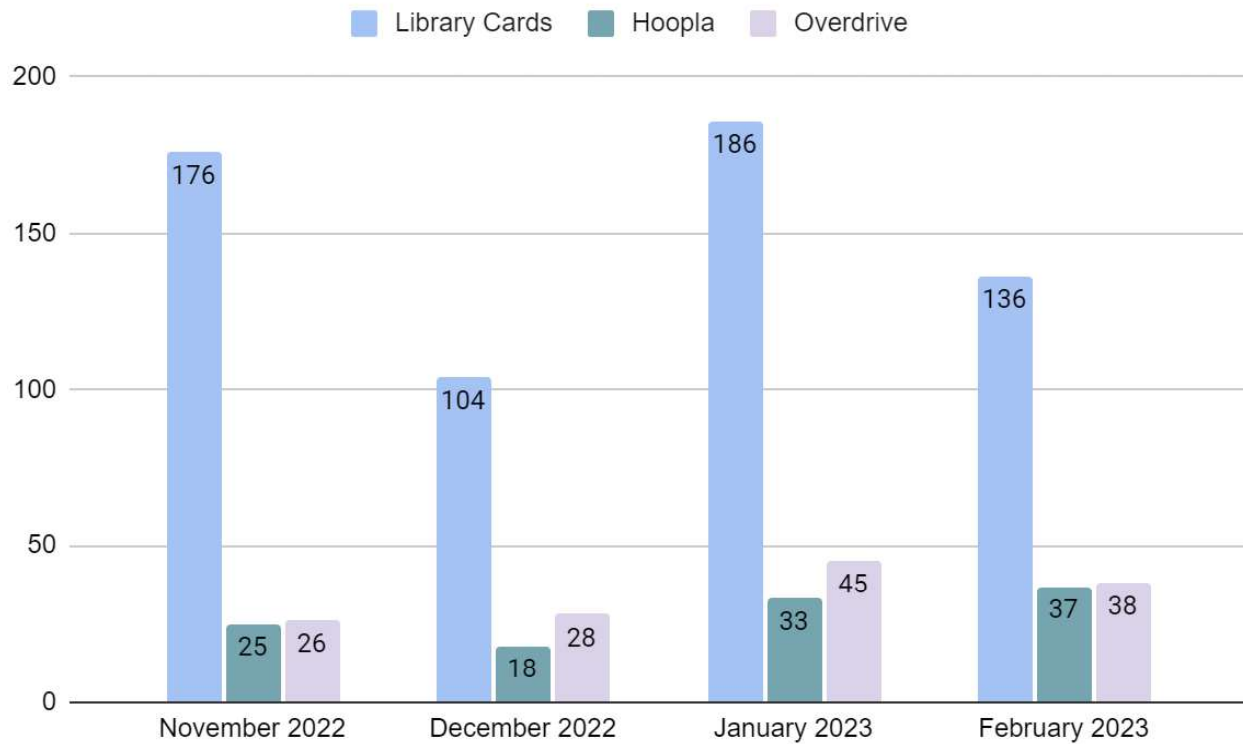


This graph features the top six libraries by number of holds placed on BCPL items for the month of February.

BCPL	882
Vestal Public Library	149
Your Home Public Library	57
George F. Johnson Memorial Library	20
Deposit Free Library	18
Fenton Free Library	17

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

Library card registration has dipped significantly, but the data seems to vary widely over the past four months.

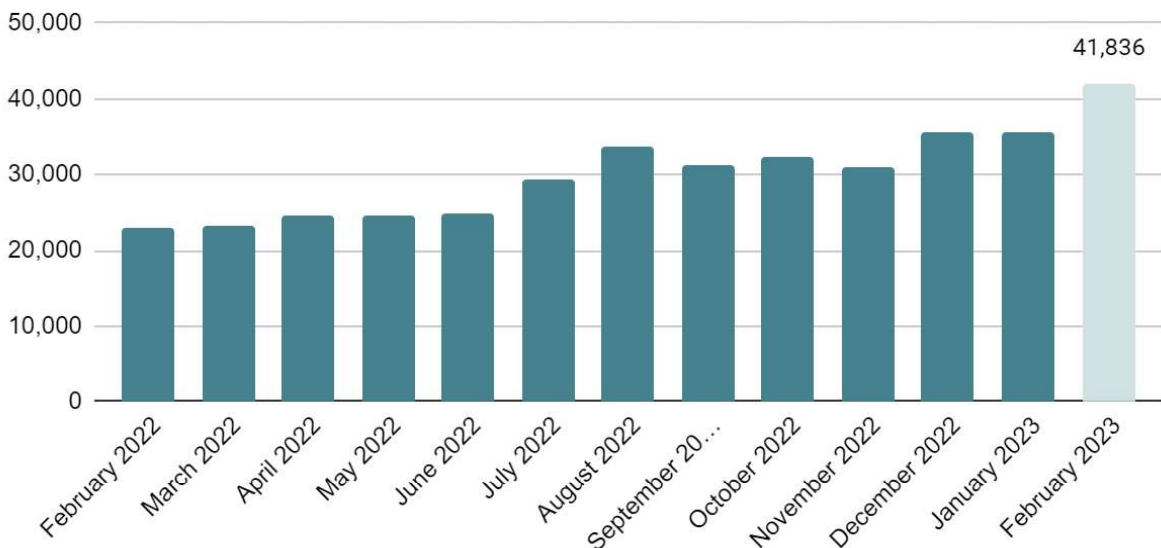


### Website Analytics:

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

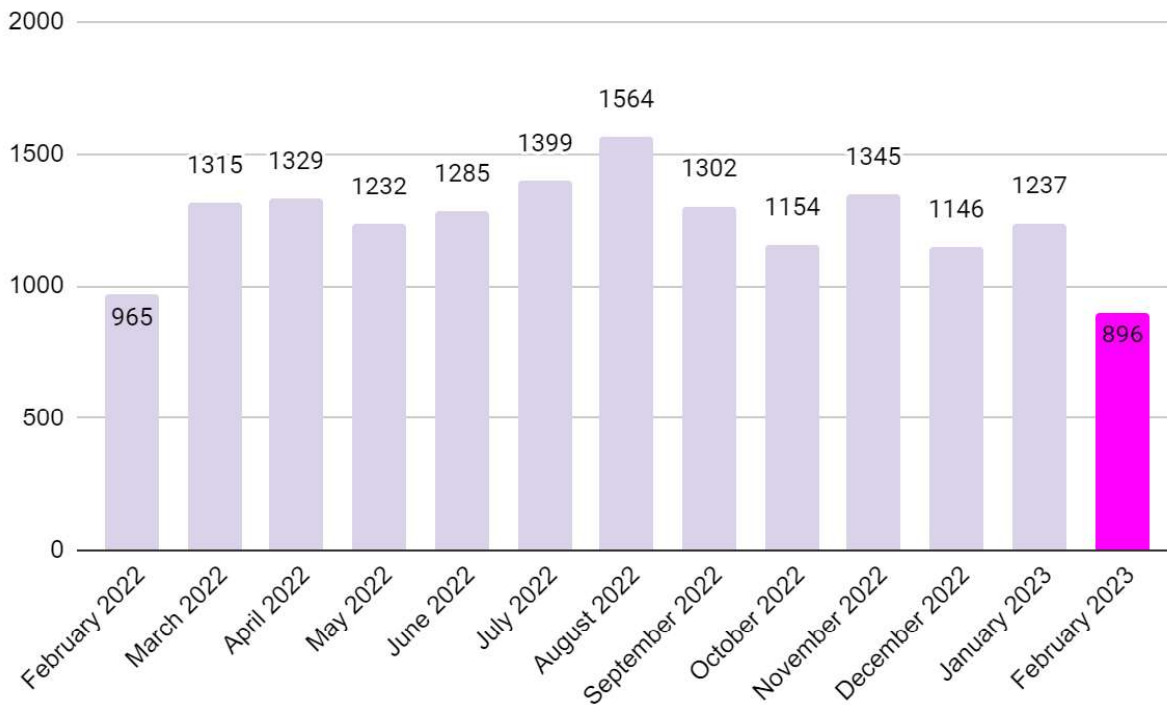
### Number of Wireless Sessions:

Wireless usage has increased drastically.



## Public Computer Sessions over the past 12 months:

Public computer sessions dropped drastically.



### Conclusions:

Door count, public computer usage, library card registration, and circulation numbers are all down. These are areas we are actively working to address. One possible influencing factor is that February is a shorter month and we closed early one day.

Wireless internet usage continues to rise rapidly, and so do the number of holds placed on BCPL items. eBook usage via Libby increased as well.

## Circulation

Submitted by Kathleen Shores

Full-time Circulation Clerk, Nursel Bagsever, is taking an extended leave of absence throughout the month of February. Nursel plans on returning to work in the month of March.

Full-time Circulation clerk, Emma Wagaman, provided 2.5 hours of desk coverage/additional help to Youth Services.

Part-time Circulation Clerk, Ethan Mellen provided 34.5 hours of desk coverage/additional help to youth services.

Part-time Circulation Clerk, Nicole Paolillo, provided 64.5 hours of desk coverage/additional help to Youth Services.

Part-time Circulation clerk, Christian Wert provided 39.5 hours of desk coverage/additional help to Local History.

The Circulation desk and Reference desk issued guest approximately 103 guest passes during the month of February. The library welcomed visitors from other states including Connecticut, Indiana, Kansas, Pennsylvania as well as Canada, and Ukraine.

## February 2023 Youth Services Board Report

### Notable things to report in Youth Services:

- Kathleen continues to regularly provide coverage for the Youth Services Department. Youth Services staff greatly appreciate this assistance.
- The Winter Reading Program ended on February 28. The program ran for the month of February, and weekly craft programs for children and teens were offered.
- The teens attending the Teen Craft & Chat program have requested that we offer a weekly program for teens, and with the help of Information Services, we are able to accommodate this request. We will offer a mix of craft programs, game programs, and LEGO Club.
- Sienna Dransfield, one of the part-time clerks in Youth Services resigned her position as of February 28. Circulation clerk Nicole Paolillo will be replacing Sienna.
- Kelsey visited the Chenango Forks High School on February 27 for a library card signup drive and presentations throughout the day. Dozens of students registered for a library card and a total of 130 students attended the presentations.
- Attendance for in person programs in January:
  - Borrow a Grandparent-Average attendance of
  - Lapsit Story Time-Average attendance of 15
  - Preschool Story Time-Average attendance of 3
  - Family Story Time-Average attendance of 8
  - Teen Craft & Chat-Average attendance of 4
  - Crafty Kids-Average attendance of 15
    - 173 craft kits handed out as Grab-N-Go Bags
  - February 7 & 21-Therapy Dogs-Average attendance of 39
  - February 13-Story Time for Adults-4

- February 14 & 28-LEGO Club-Average attendance of 50
- February 21-Bilingual Ukrainian Story Time-22
- February 27-Art Class for Homeschoolers-28

### Upcoming in Youth Services:

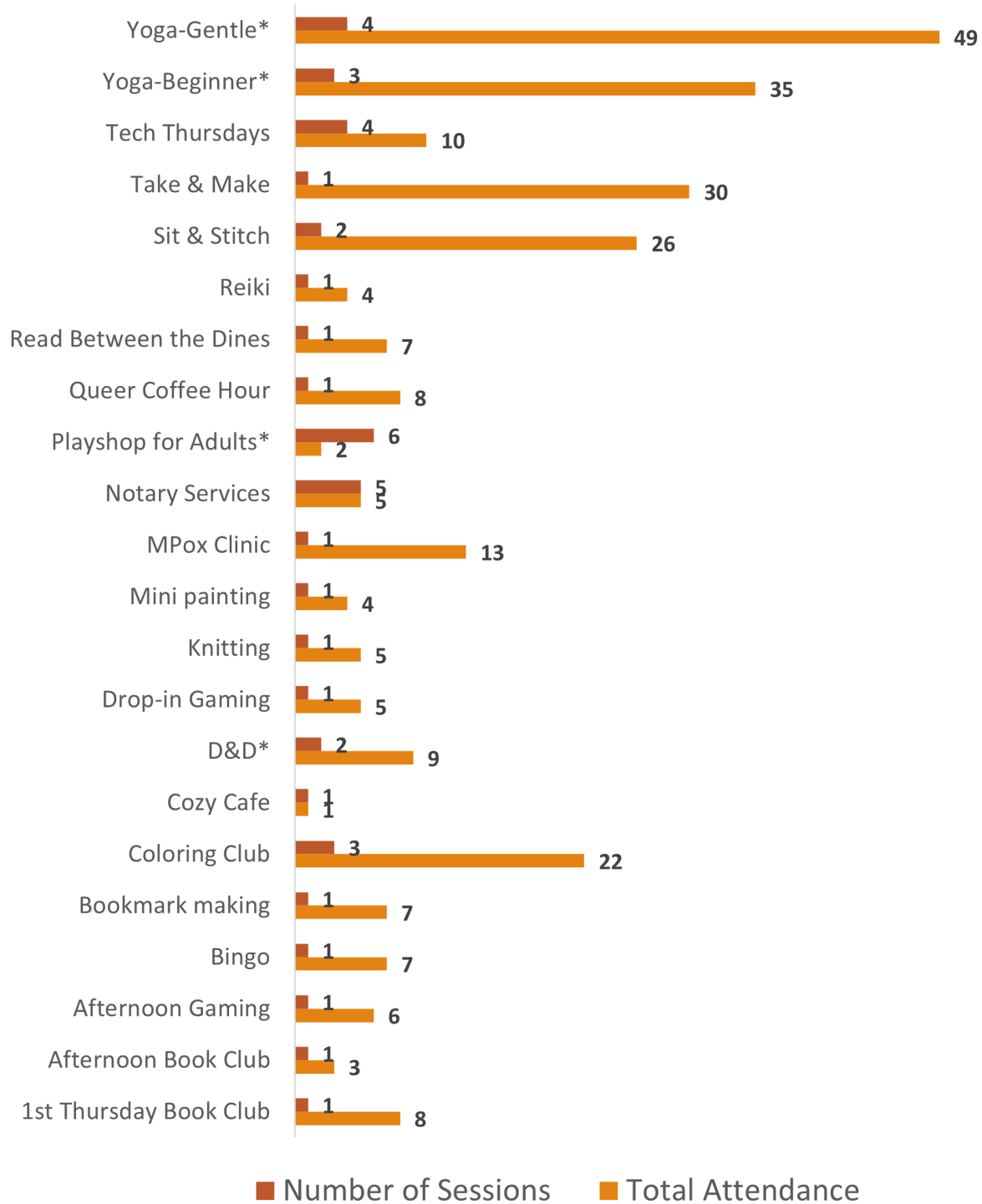
- Future Youth Services programs include:
  - Biweekly Lapsit Story Time
  - Weekly Family Story Time
  - Weekly Preschool Story Time
  - Mondays, Tuesdays, Wednesdays, Fridays, and Saturdays-Borrow a Grandparent
  - March 2, 9, 16, 23, & 30-Teen Thursdays
  - March 18-Therapy Dogs
  - March 10-Kids Create STEAM event
  - March 11 & 25-LEGO Club
  - March 17-St. Patrick's Day Kids Create STEAM event
  - March 18-Bilingual Ukrainian Story Time
  - March 31-Art Class for Homeschoolers
  - April 1-Family Game Day and Teen Game Day
  - April 22-Dungeons & Dragons for Teens
- Kelsey will attend a Head Start Policy Council meeting on March 1 to talk about the library.
- Kelsey will provide a presentation about the library to a Binghamton University graduate education class on March 8. The class will be meeting at the library.
- Kelsey will provide a social studies story time and craft program for Hillel Academy classes on March 15.
- Kelsey will provide a Dr. Seuss story time and craft program for a Family Enrichment Network classroom on March 22.
- Kelsey will attend a local school librarian meeting on April 6.
- Youth Services will work with Information Services to offer an all-ages event for Earth Day on April 21
- Youth Services staff will table at future Roberson Museum events.
- Michelle will offer a Science Fair for homeschoolers on May 22.
- Grab-N-Go bags and extra programs will be offered during the week of April 10 for the school recess.

Respectfully submitted by  
Kelsey Matoushek  
Librarian II

## Information Services Report Submitted by Sherry Kowalski

### February Programs/Events:

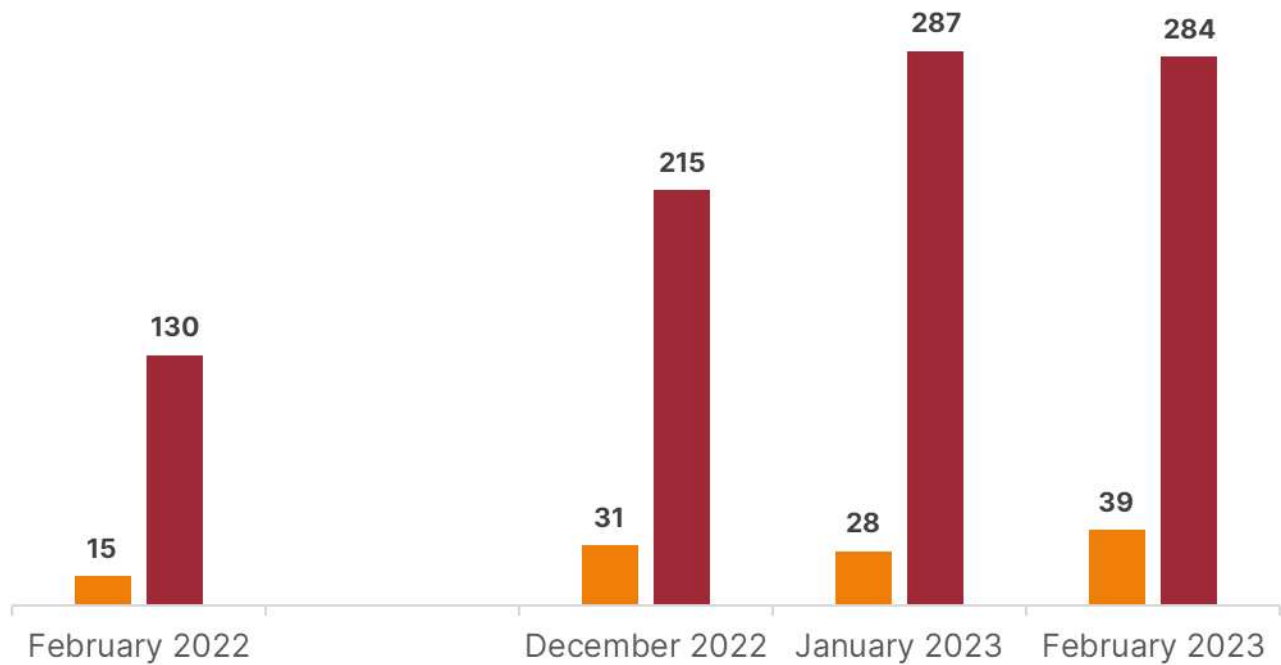
Programs/Events Held in February



\*Funded by The Friends of Broome County Public Library

**Information Services Report Continued:**

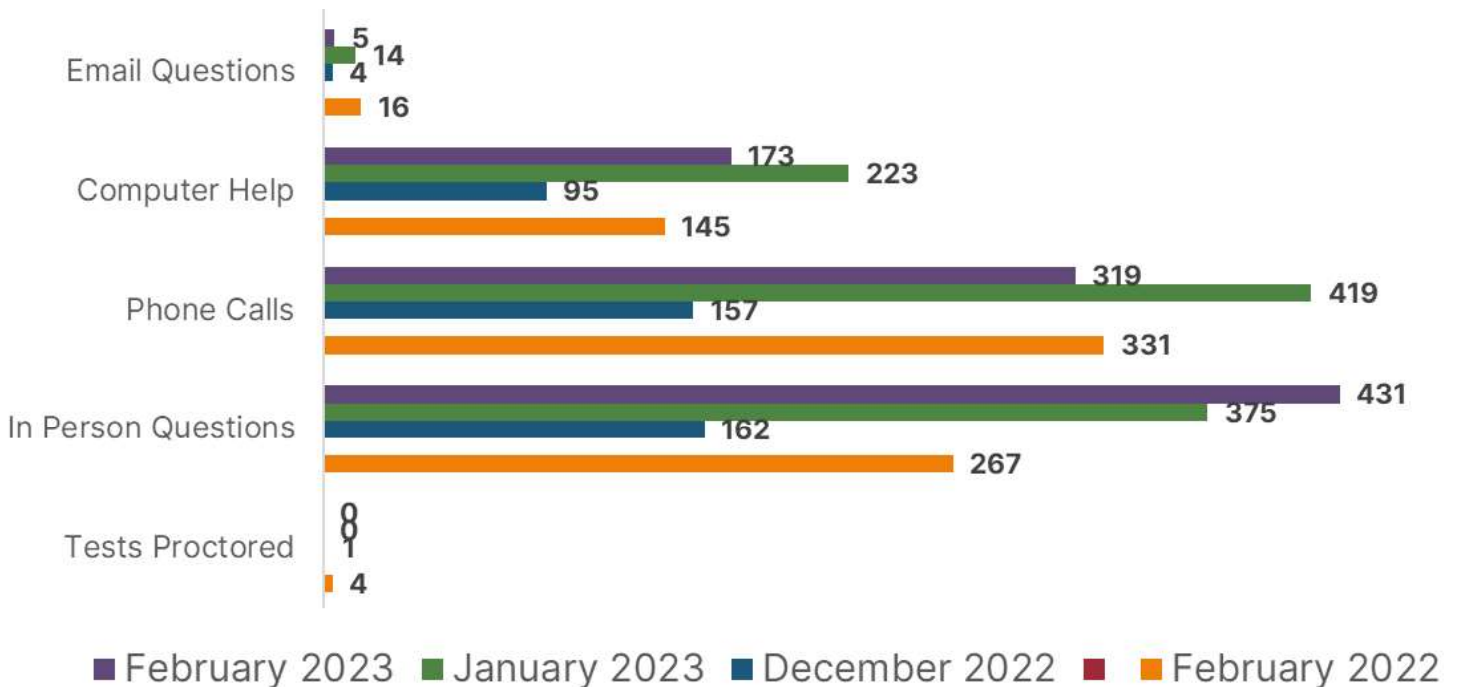
Program Statistics for the Last Three Months and February 2022



The average number of people that attended a program in February decreased slightly. I attribute that to an increase of new programs. Often, it takes a few months of promotion for programs to take off. The most popular program was our take & make watercolor book mark, yoga, sit and stitch, and the MPox clinic was tied for 2nd place.

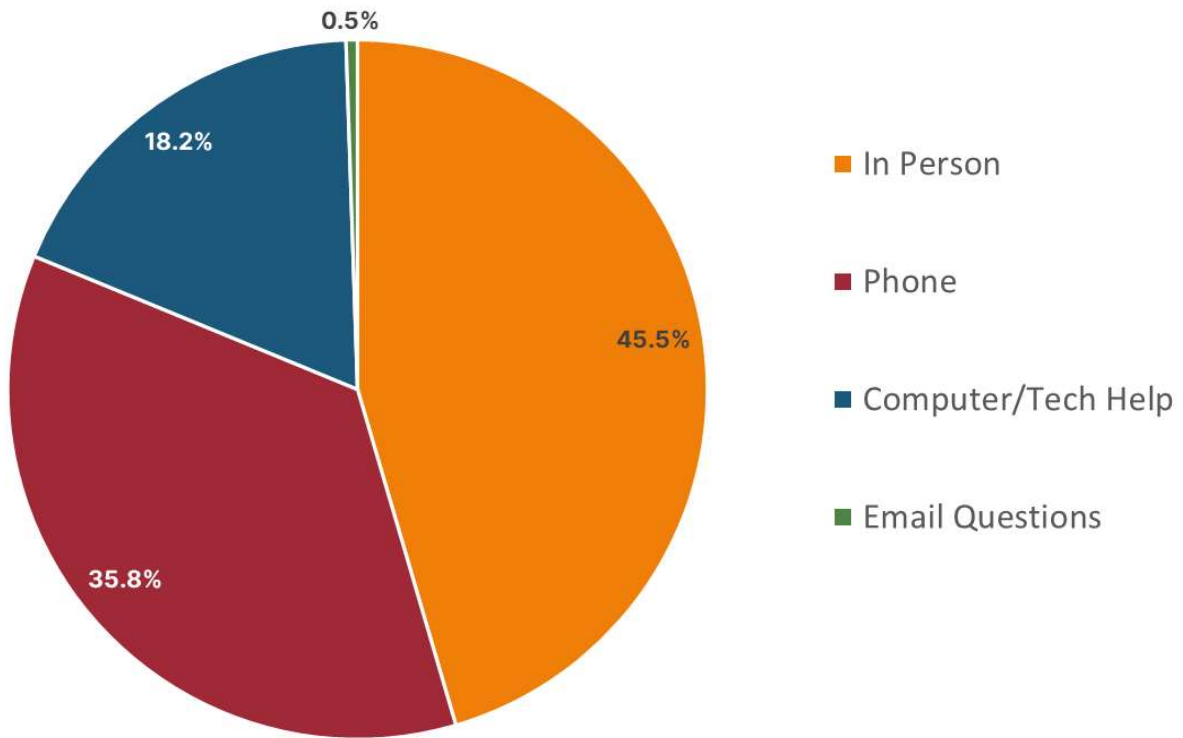
**February Reference Questions and Services:**

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



**Information Services Report Continued:**

Percentage of Questions by Type



We had fewer reference questions in February but we were only open 23 days. The average number of questions per day increased from 35.5 in January to 41.2 in February.

## Facebook Analytics Submitted by Sherry Kowalski

The most popular post reached 2,360 people and had 2,457 total interactions.

 **Broome County Public Library**  
February 24 at 1:00 PM · 🌐

Sit & Stitch meets on Wednesday, March 1st in the Decker Room! In addition to our usual crochet & knitting time, we'll also be having a Yarn Swap. Bring in any yarn you'd like to unload and trade it for something new. Any leftover yarn will be donated to the library. We hope to see you there!



**Sit & Stitch**  
**YARN SWAP**

Bring any yarn you'd like to unload and swap it for some new skeins!

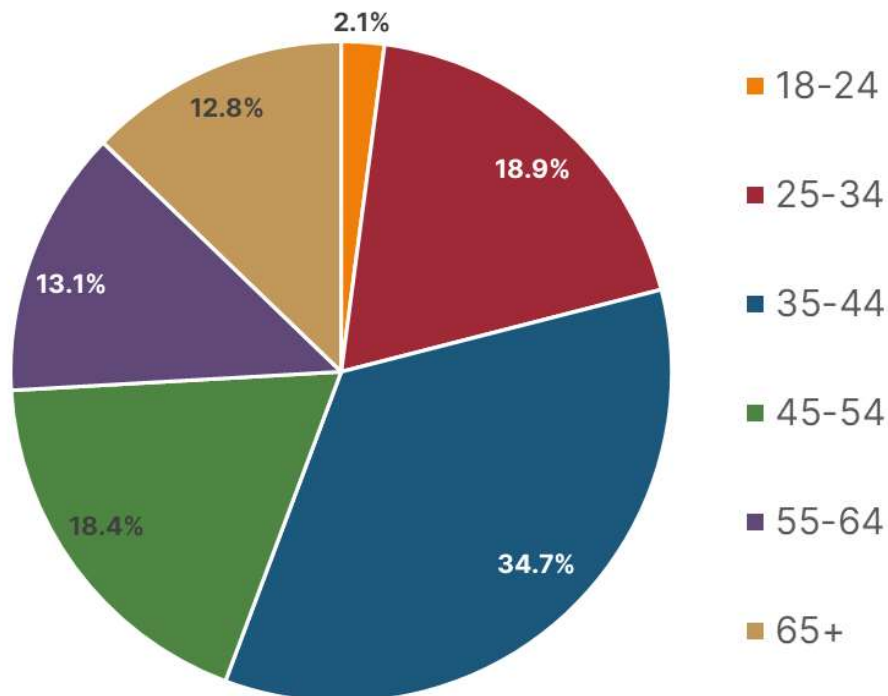


We'll still work on projects together & chat.

**Wednesday, 3/01**  
**1:00–2:30 PM | Decker Room**

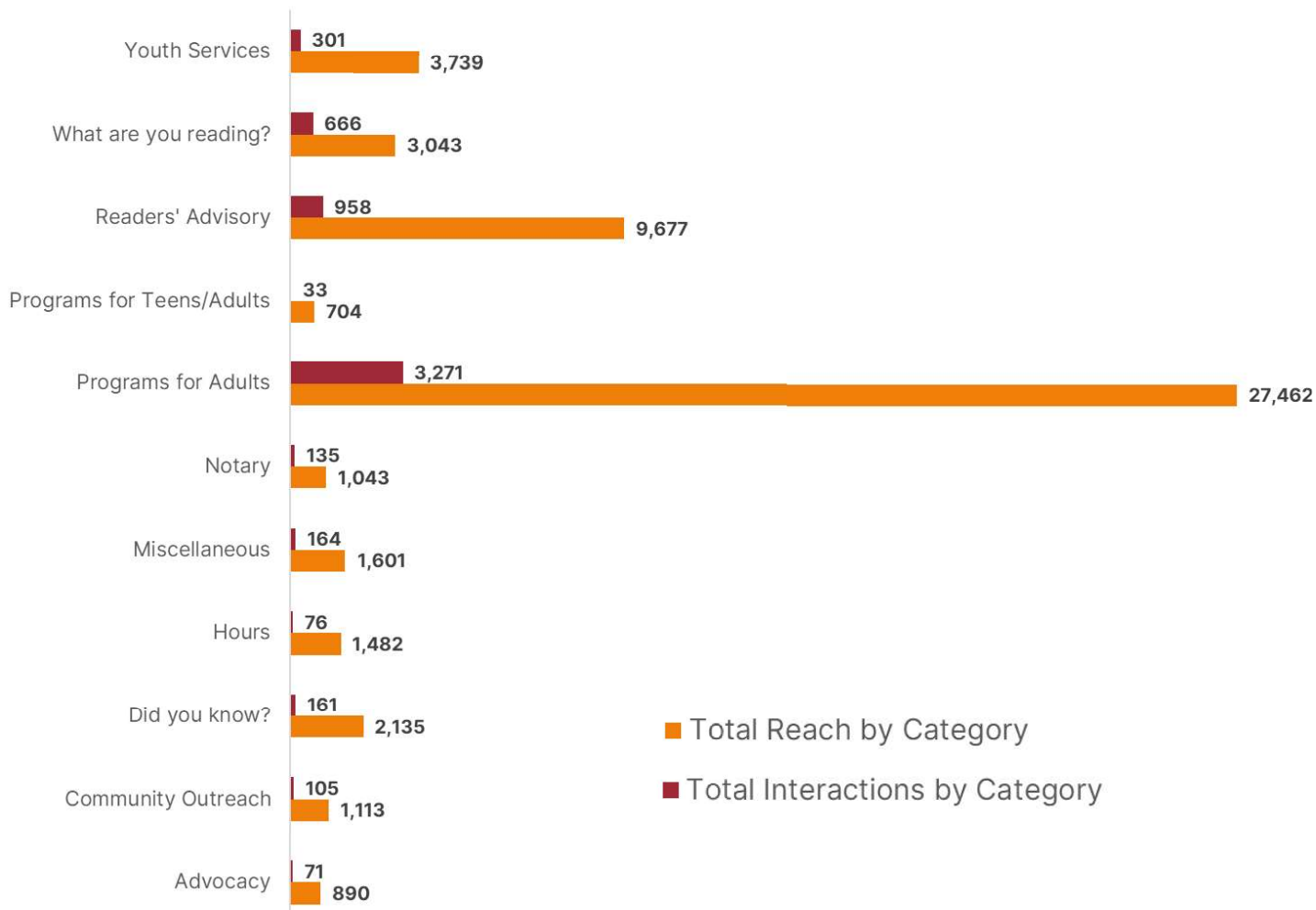
👍 🗨️ ❤️ 8 🗨️ 24 ➦

Facebook Page Likes by Age as of March 2, 2023

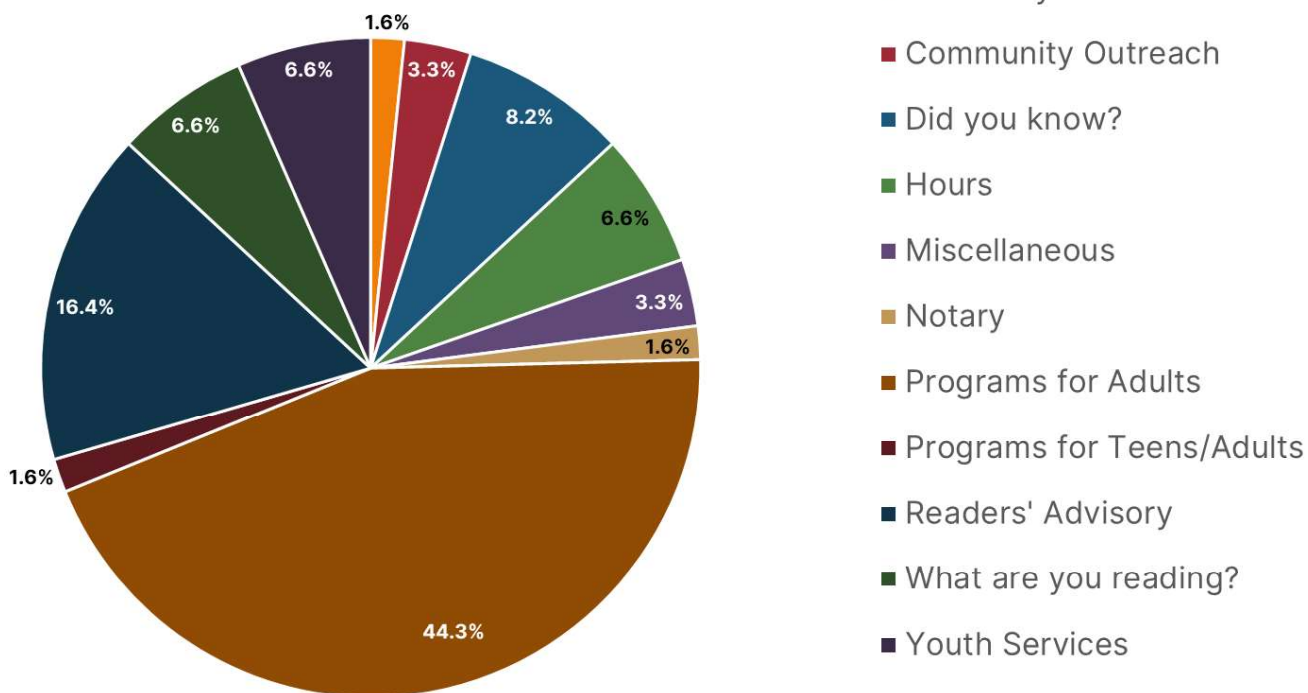


## Facebook Analytics Continued:

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

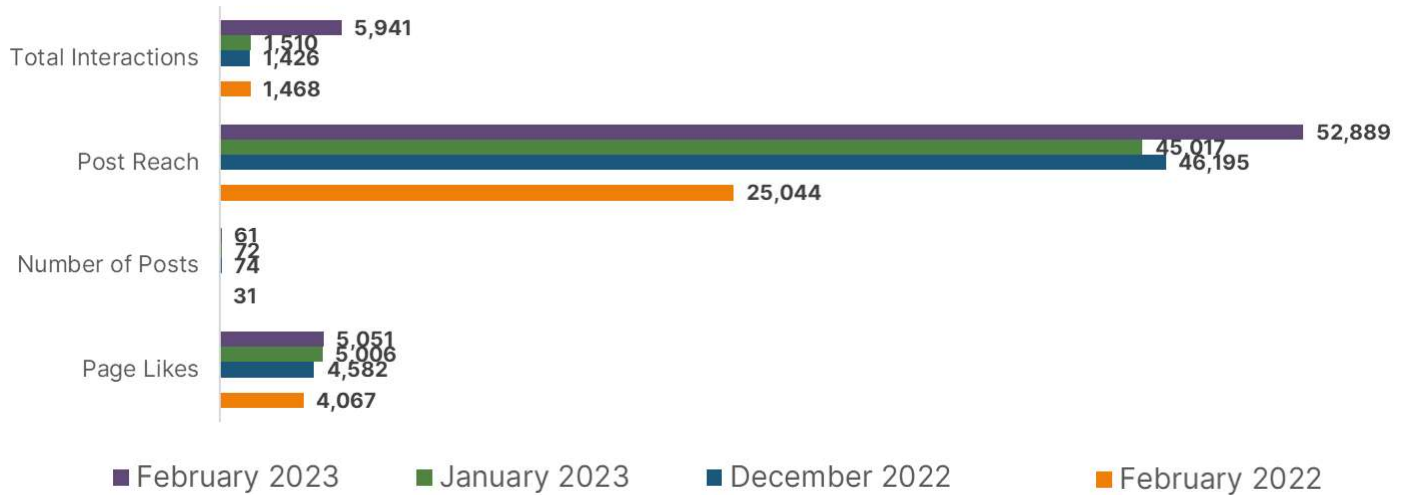


### Percentage of February Posts by Category



## Facebook Analytics Continued:

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

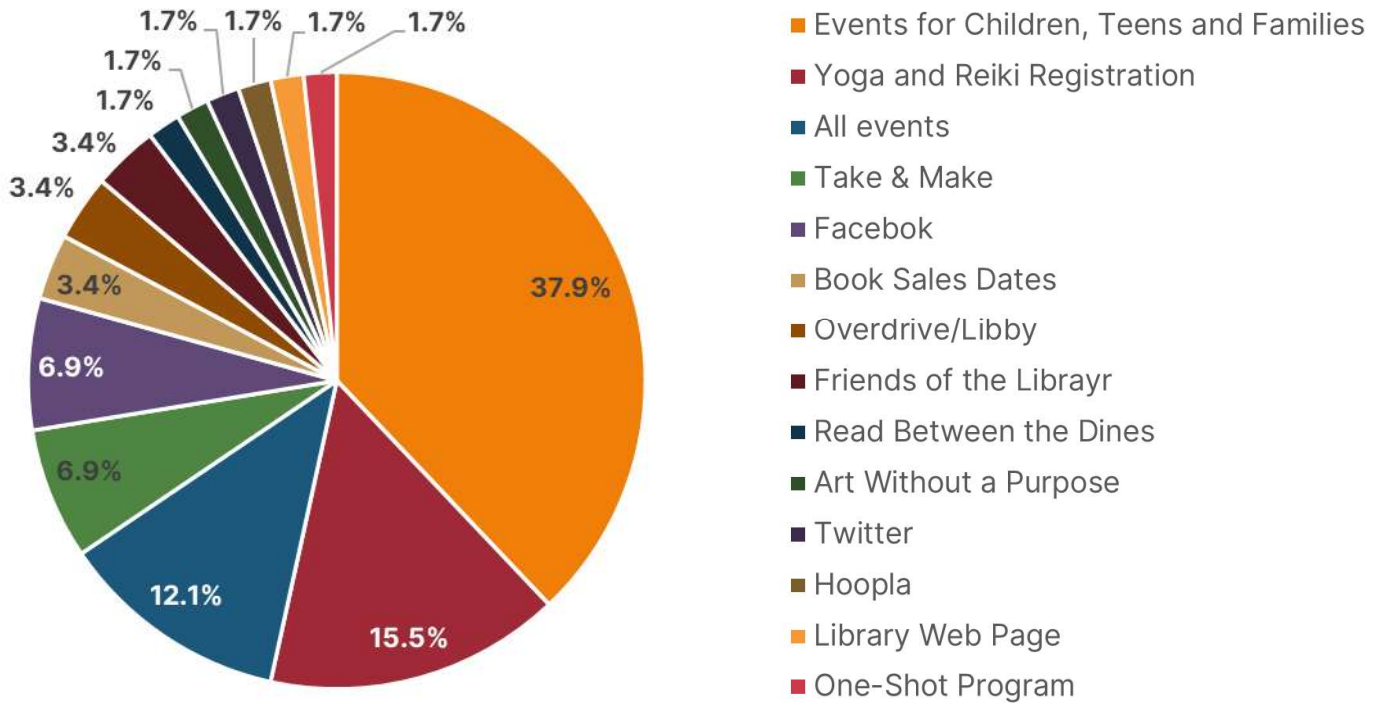


The Library's Facebook followers increased by 45. The post with the highest reach and most interactions was a post about the "Sit & Stitch" yarn swap. The category with the most posts (44.2%) and the largest reach (51.9%) was programs for adults.

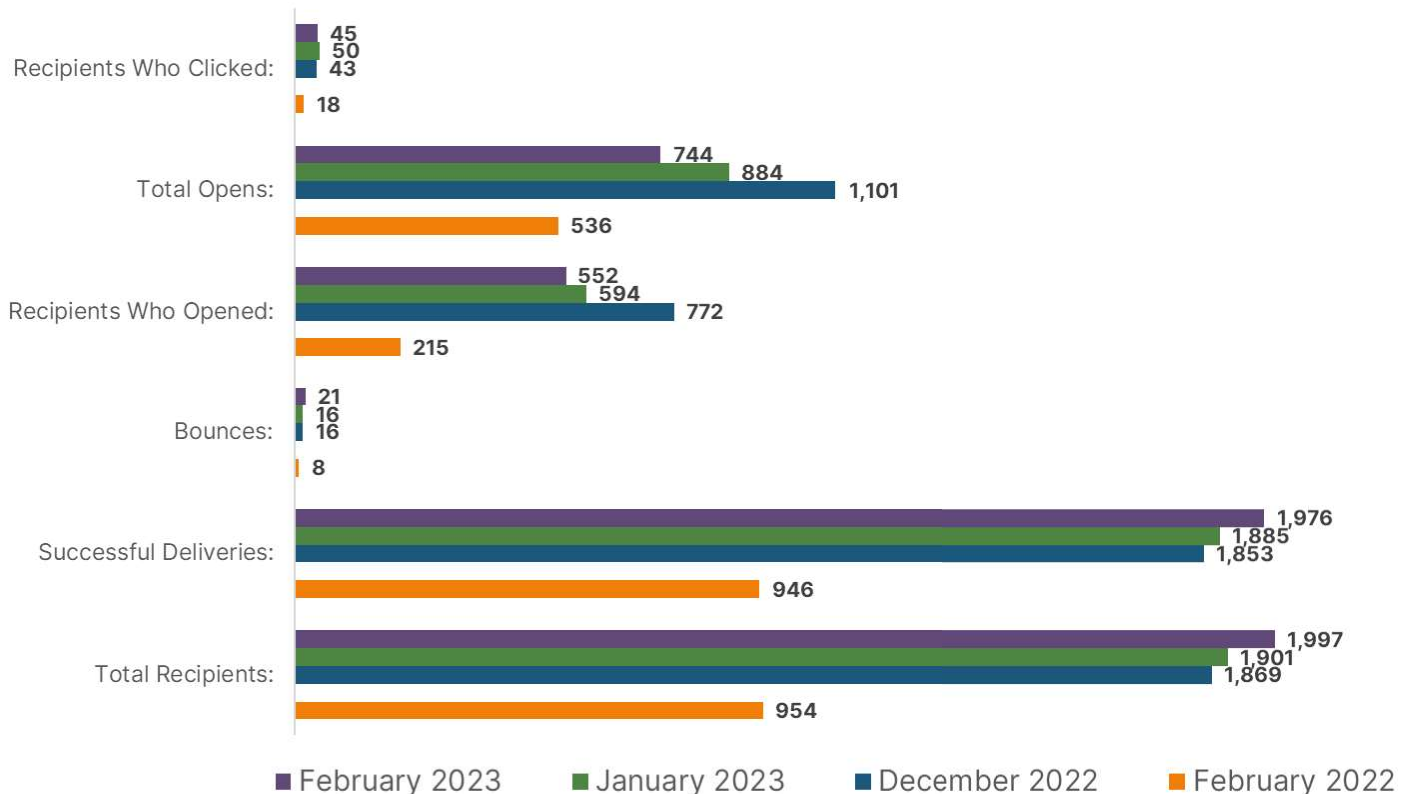
## Mailchimp Analytics March Issue of "In the Loop"

The March issue of "In the Loop" was sent out on March 3, 2023. The newsletter was sent to 1997 people, an increase of 96. The open rate for the March issue was 29.7%. An additional 192 people opened the newsletter from the link that was posted to our social media pages. There was a decrease in open rate this month. I attribute that to sending the newsletter late because our account was frozen. We exceeded our contacts for a free account and we needed to upgrade our account which took longer than expected.

### March "In the Loop" Link Clicks



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



# Broome County Public Library Annual Report For Public And Association Libraries - 2022

CURRENT YEAR

*PREVIOUS  
YEAR*

## 1. GENERAL LIBRARY INFORMATION

### Library/Director Information

#### [Outline of Major Changes](#)

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, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	2800030670	<i>2800030670</i>
1.2	Library Name	BROOME COUNTY PUBLIC LIBRARY	<i>BROOME COUNTY PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Binghamton *	<i>Binghamton *</i>
1.6	Beginning Fiscal Reporting Year	01/01/2022	<i>01/01/2021</i>
1.7	Ending Fiscal Reporting Year	12/31/2022	<i>12/31/2021</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>

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	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2022	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2022	12/31/2021
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	185 COURT STREET	185 COURT STREET
1.15	City	BINGHAMTON	BINGHAMTON
1.16	Zip Code	13901	13901
1.17	Mailing Address	185 COURT STREET	185 COURT STREET
1.18	City	BINGHAMTON	BINGHAMTON
1.19	Zip Code	13901	13901
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 778-6400	(607) 778-6400
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	N/A	(607) 778-6429
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	josias.bartram@broomecountyny.gov	josias.bartram@co.broome.ny.us
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://www.thebcpl.org	www.bclibrary.info
1.24	Population Chartered to Serve (per 2020 Census)	198,683	200,600

1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	County	<i>County</i>
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	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
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	<i>09/15/1989</i>
1.30	Date the library was last registered	02/22/1985	<i>02/22/1985</i>
1.31	Federal Employer Identification Number	161594438	<i>161594438</i>
1.32	County	BROOME	<i>BROOME</i>
1.33	School District	Binghamton	<i>Binghamton</i>
1.34	Town/City	Binghamton	<i>Binghamton</i>
1.35	Library System	Four County Library System	<i>Four County Library System</i>

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

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

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	<i>Josias</i>
1.38	Last Name of Library Director/Manager	Bartram	<i>Bartram</i>

1.39	NYS Public Librarian Certification Number	GRSYGLH	<i>GRSYGLH</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.43	E-mail Address of the Director/Manager	josias.bartram@broomecountyny.gov	<i>josias.bartram@broomecountyny.gov</i>
1.44	Fax Number of the Director/Manager	(607) 778-6429	<i>(607) 778-6429</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (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	<i>N</i>

**Public Votes/Contracts**

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Name of municipality or district holding the public vote	N/A	<i>N/A</i>
2.	Indicate the type of municipality or district holding the public vote	N/A	<i>N/A</i>
3.	Date the vote was held (mm/dd/2022)	N/A	<i>N/A</i>
4.	Was the vote successful? Y/N	N/A	<i>N/A</i>
5.	What type of public vote was it?	N/A	<i>N/A</i>

6a. Most recent prior year approved appropriation from a public vote: N/A N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A N/A

6c. Total proposed appropriation (sum of 6a and 6b): N/A 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 appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) 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. N N

**Please Note: last year's answers for repeating groups cannot be displayed.**

1. Name of municipality or district holding the public vote N/A 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 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 N/A

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 N

#### Unusual Circumstances

**Please Note: last year's answers for repeating groups cannot be displayed.**

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

1.49 For the reporting year, has the library experienced 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.

N N

## 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	42,624	35,972
2.2	Adult Non-fiction Books	81,985	90,994
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	124,609	126,966

2.4	Children's Fiction Books	29,746	29,416
2.5	Children's Non-fiction Books	15,441	14,728
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	45,187	44,144
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	169,796	171,110

#### **Other Print Materials**

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	2,112	1,976
2.10	All Other Print Materials	2,011	2,011
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	4,123	3,987
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	173,919	175,097

#### **ALL OTHER MATERIALS**

##### **Electronic Materials**

2.13	Electronic Books	13,181	13,029
2.14	Local Electronic Collections	11	11
2.15	NOVELNY Electronic Collections	15	15
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	26	26
2.17	Audio - Downloadable Units	10,666	9,607
2.18	Video - Downloadable Units	1,011	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.)	141	114

2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	25,025	24,017
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**Non-Electronic Materials**

2.21	Audio - Physical Units	6,862	6,932
2.22	Video - Physical Units	16,279	16,487
2.23	Other Circulating Physical Items	2,013	2,011
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	25,154	25,430

**Grand Total/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	224,098	224,544
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	7,745	7,973
2.27	All Other Print Materials	37	1
2.28	Electronic Materials	1,235	1,808
2.29	All Other Materials	1,313	1,764
2.30	Total Additions (Total questions 2.26 through 2.29)	10,330	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 3.32 through 3.84 for the 2022 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)	220,795	107,139
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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	<i>CT - Annual Count</i>
3.2	Registered resident borrowers	30,082	<i>31,517</i>
3.3	Registered non-resident borrowers	795	<i>268</i>

Please report information on WRITTEN POLICIES as of 12/31/22.

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

3.4	Does the library have an open meeting policy?	Y	<i>Y</i>
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	<i>Y</i>
3.6	Does the library have an Internet use policy?	Y	<i>Y</i>
3.7	Does the library have a disaster plan?	Y	<i>Y</i>
3.8	Does the library have a board-approved conflict of interest policy?	Y	<i>Y</i>
3.9	Does the library have a board-approved whistle blower policy?	Y	<i>Y</i>
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	<i>Y</i>

Please report information on ACCESSIBILITY as of 12/31/22.

**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.)?	Y	<i>N</i>
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	<i>Y</i>
3.13	Does the library have large print books?	Y	<i>Y</i>
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	<i>Y</i>

### 3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	Yes	Yes
refreshable Braille commonly referred to as a refreshable Braille display	No	No
screen magnification software, such as Zoomtext	Yes	Yes
electronic scanning and reading software, such as OpenBook	Yes	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 Y

#### Library Sponsored Programs/Summer Reading Program

### SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

#### Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 292 91

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 15 2

**Note:** As we have continued to recover from the COVID shutdown, our program and attendance number have increased significantly. The information entered is accurate.

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 107 0

**Note:** As we have continued to recover from the COVID shutdown, our program and attendance number have increased significantly. The information entered is accurate.

3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	34	0
3.20	Number of Synchronous General Interest Program Sessions	92	20
3.21	<b>Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</b>	540	113

**Note:** As we have continued to recover from the COVID shutdown, our program and attendance number have increased significantly. The information entered is accurate.

3.21a	Number of Synchronous In-Person Onsite Program Sessions	528	101
3.21b	Number of Synchronous In-Person Offsite Program Sessions	12	0
3.21c	Number of Synchronous Virtual Program Sessions	0	12
3.21d	<b>Total number of synchronous programs (3.21a + 3.21b + 3.21c)</b>	540	

3.22	One-on-One Program Sessions	2,639	2,449
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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	Yes
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3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	2,517	836
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3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	43	20
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3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	1,177	122
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**Note:** As we have continued to recover from the COVID shutdown, our program and attendance number have increased significantly. The information entered is accurate.

3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	759	235
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**Note:** As we have continued to recover from the COVID shutdown, our program and attendance number have increased significantly. The information entered is accurate.

3.27	Attendance at Synchronous General Interest Programs	1,377	235
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3.28	<b>Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).</b>	5,873	1,448
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**Note:** As we have continued to recover from the COVID shutdown, our program and attendance number have increased significantly. The information entered is accurate.

3.28a	Synchronous In-Person Onsite Program Attendance	5,798	1,408
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3.28b	Synchronous In-Person Offsite Program Attendance	75	0
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3.28c	Synchronous Virtual Program Attendance	0	40
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3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	5,873	
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3.29	One-on-One Program Attendance	2,639	2,449
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3.29a	Total Number of Asynchronous Program Presentations	7	0
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3.29b	Total Views of Asynchronous Program Presentations within 30 Days	38	0
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3.30	<b>Total Number of Children's Programs (sum of Q3.19a and Q3.19b)</b>	141	28
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3.31	<b>Total Children's Program Attendance (sum of Q3.26a and Q3.26b)</b>	1,936	357
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Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

**SUMMER READING PROGRAM**

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes	Yes
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b.	Program(s) for young adults	Yes	No
c.	Program(s) for Adults	Yes	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.33	Library outlets offering the summer reading program	1	1
3.34	Children registered for the library's summer reading program	338	203
3.35	Young adults registered for the library's summer reading program	35	26
3.36	Adults registered for the library's summer reading program	378	160
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	751	389
3.38	Children's program sessions - Summer 2022	62	12
3.39	Young adult program sessions - Summer 2022	6	0
3.40	Adult program sessions - Summer 2022	0	0
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	68	12
3.42	Children's program attendance - Summer 2022	742	240
3.43 2022	Young adult program attendance - Summer	29	0
3.44	Adult program attendance - Summer 2022	0	0

3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	771	240
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**COLLABORATORS**

3.46	Public school district(s) and/or BOCES	1	1
3.47	Non-public school(s)	0	0
3.48	Childcare center(s)	0	0
3.49	Summer camp(s)	0	0
3.50	Municipality/Municipalities	1	0
3.51	Literacy provider(s)	0	0
3.52	Other (describe using the State note)	4	0

**Note:** 1 museum, 1 SUNY outreach program, 1 arts organization, 1 food education nonprofit

3.53	Total Collaborators (total 3.46 through 3.52)	6	1
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**Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

**EARLY LITERACY PROGRAMS**

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
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3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes	No
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	98	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	81	15
d.	N/A	N/A	0
3.57	<b>Total Sessions</b>	179	15

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	996	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	1,102	150
d.	N/A	N/A	0
3.59	<b>Total Attendance</b>	2,098	150

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	Yes
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2022 calendar year.

**ADULT LITERACY**

3.61	Did the library offer adult literacy programs?	No	No
3.62	Total group program sessions	0	0
3.63	Total one-on-one program sessions	0	0

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	N
3.68	Children's program sessions	4	0
3.69	Young adult program sessions	0	0
3.70	Adult program sessions	0	0
3.71	<b>Total program sessions (total 3.68 + 3.69 + 3.70)</b>	4	0
3.72	One-on-one program sessions	0	0
3.73	Children's program attendance	68	0
3.74	Young adult program attendance	0	0
3.75	Adult program attendance	0	0
3.76	<b>Total program attendance (total 3.73 + 3.74 + 3.75)</b>	68	0
3.77	One-on-one program attendance	0	0

3.78 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2022 calendar year.

#### **DIGITAL LITERACY**

3.79	Did the library offer digital literacy programs?	Y	Y
3.80	Total group program sessions	10	12
3.81	Total one-on-one program sessions	12	6
3.82	Total group program attendance	42	48
3.83	Total one-on-one program attendance	12	15
3.84	Did your library offer teen-led activities during the 2022 calendar year?	N	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	58,410	57,511
4.2	Adult Non-fiction Books	21,609	22,123
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	80,019	79,634
4.4	Children's Fiction Books	51,290	45,071

4.5	Children's Non-fiction Books	10,332	<i>10,510</i>
4.6	Total Children's Books (Total questions 4.4 & 4.5)	61,622	<i>55,581</i>
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	141,641	<i>135,215</i>

#### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	31,632	<i>37,665</i>
4.9	Circulation of Children's Other Materials	7,469	<i>6,362</i>
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	39,101	<i>44,027</i>
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	180,742	<i>179,242</i>

#### **ELECTRONIC USE**

4.12	Use of Electronic Material	28,537	<i>25,865</i>
4.13	Successful Retrieval of Electronic Information	0	<i>50,828</i>

**Note:** the system's authentication protocol cannot identify a specific library's patrons

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	28,537	<i>76,693</i>
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	209,279	<i>205,107</i>
4.16	Total Collection Use (Total questions 4.13 & 4.15)	209,279	<i>255,935</i>
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	69,091	<i>61,943</i>
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	

#### **REFERENCE TRANSACTIONS**

4.19	Total Reference Transactions	14,387	16,275
4.19a	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	<i>CT - Annual Count</i>
4.20	Does the library offer virtual reference?	Y	Y

#### Interlibrary Loan

#### **INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21	TOTAL MATERIALS RECEIVED	12,029	10,708
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#### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22	TOTAL MATERIALS PROVIDED	28,068	31,744
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### **5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2022.

#### **SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	75,587	51,597
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	Y	Y
5.8	Is the library part of a consortium for E-rate benefits?	Y	Y

5.9	If yes, in which consortium are you participating?	Four County Library System	<i>Four County Library System</i>
5.10	Name of the person responsible for the library's Information Technology (IT) services	Faisal Shah	<i>Douglas Camin</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 778-2335	<i>(607) 778-2335</i>
5.12	IT contact's email address	faisal.shah@broomecountyny.gov	<i>douglas.camin@broomecountyr</i>

## 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	<i>37.5</i>
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1.06	<i>1.06</i>
6.3	Vacant Library Director (certified)	0	<i>0</i>
6.4	Librarian (certified)	5	<i>5</i>
6.5	Vacant Librarian (certified)	0	<i>0</i>
6.6	Library Manager (not certified)	0	<i>0</i>
6.7	Vacant Library Manager (not certified)	0	<i>0</i>
6.8	Library Specialist/Paraprofessional (not certified)	0	<i>0</i>
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	<i>0</i>
6.10	Other Staff	14.53	<i>13.4</i>

6.11	Vacant Other Staff	0	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	20.59	19.46
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00	0.00

## **SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$47,835	\$46,668
6.16	FTE - Library Director (certified)	1.06	1.06
6.17	Salary - Library Director (certified)	\$79,716	\$78,146
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

## **7. MINIMUM PUBLIC LIBRARY STANDARDS**

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. 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.

1.	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	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	Y
3.	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	Y

4.	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	Y
5.	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	Y
6.	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	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	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	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y

10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	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	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	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	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y

## 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	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	60.00	60.00
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8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	60.00	60.00
8.10	Annual Total Hours - Main Library	3,120.00	2,612.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,120.00	2,612.00

## 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, 2022 to December 31, 2022.

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	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?	No	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?	No	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?	No	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	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?	Yes	<i>No</i>
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?	Yes	<i>No</i>
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?	No	<i>Yes</i>
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	<i>0</i>

## 9. SERVICE OUTLET INFORMATION

**Please Note: last year's answers for repeating groups cannot be displayed.**

Outlets should be arranged in alphabetical order if possible.

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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Broome County Public Library	<i>Broome County Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	185 Court Street	<i>185 Court Street</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>

5.	City	Binghamton	<i>Binghamton</i>
6.	Zip Code	13901	<i>13901</i>
7.	Phone (enter 10 digits only)	(607) 778-6400	<i>(607) 778-6400</i>
8.	Fax Number (enter 10 digits only)	N/A	<i>(607) 778-6429</i>
9.	E-mail Address	josias.bartram@broomecountyny.gov	<i>josias.bartram@co.broome.ny.us</i>
10.	Outlet URL	https://www.thebcpl.org	<i>http://www.bclibrary.info</i>
11.	County	Broome County	<i>Broome</i>
12.	School District	Binghamton	<i>Binghamton</i>
13.	Library System	Four County Library System	<i>Four County Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,120	<i>2,612</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
16a	Number of weeks an outlet closed due to COVID-19	0	<i>0</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	<i>0</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>Y</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	468	<i>163</i>
20.	Enter the appropriate outlet code (select one):	LRF	<i>LRF</i>

21.	Who owns this outlet building?	County	<i>County</i>
22.	Who owns the land on which this outlet is built?	County	<i>County</i>
23.	Indicate the year this outlet was initially constructed	1999	<i>1999</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2022	<i>2019</i>
25.	Square footage of the outlet	72,000	<i>72,000</i>
26.	Number of Internet Computers Used by General Public	35	<i>35</i>
27.	Number of uses (sessions) of public Internet computers per year	15,882	<i>9,452</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
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	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
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	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
31.	Internet Provider	Other (specify using the State note)	<i>Other (specify using the State note)</i>
<b>Note:</b> FirstLight			
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>

33.	Wireless Sessions	298,976	74,143
<b>Note:</b> Incorrectly reported the number of hours in the past. This is the correct number of sessions as specified in the instructions. Therefore, the increase is not as large as it looks.			
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your <b>outlet</b> have a Makerspace?	Y	Y
37.	<i>LIBID</i>	2800030670	2800030670
38.	<i>FSCSID</i>	NY0164	NY0164
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. 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, 2022 to December 31, 2022)	10	12
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### NUMBER OF TRUSTEES AND TERMS

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

### **BOARD MEMBER SELECTION**

10.8	Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)	<i>A - board members are appointed by municipality(ies)</i>
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List Officers and Board Members as of February 1, 2023. 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	<i>JoAnne</i>
10.10	Last Name	Hanrahan	<i>Hanrahan</i>
10.11	Mailing Address	25 Linden Ave	<i>25 Linden Av.</i>
10.12	City	Binghamton	<i>Binghamton</i>
10.13	Zip Code (5 digits only)	13901	<i>13901</i>
10.14	Phone (enter 10 digits only)	(607) 723-0962	<i>(607) 723-0962</i>
10.15	E-mail Address	joanne.hanrahan25@gmail.com	<i>joanne.hanrahan25@gmail.com</i>
10.16	Term Begins - Month	January	<i>October</i>
10.17	Term Begins - Year (yyyy)	2023	<i>2019</i>
10.18	Term Expires - Month	December	<i>December</i>
10.19	Term Expires - Year (yyyy)	2027	<i>2022</i>

10.20	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	<i>No</i>
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	03/09/2023	<i>10/03/2019</i>
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/09/2023	<i>10/03/2019</i>
10.23	Is this a brand new trustee?	N	<i>N</i>

**Please Note: last year's answers for repeating groups cannot be displayed.**

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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

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

12.	Term Expires - Year (yyyy)	2023	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	No
<p><b>Note:</b> Trustee is filling the remainder of Eugene Burns term which was to run from January 2019 to December 2023.</p>			
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/11/2021	02/11/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/11/2021	02/11/2021
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Katie	Emily
3.	Last Name of Board Member	Bowers	Wall
4.	Mailing Address	71 Mill St	26 McNamara Ave.
5.	City	Binghamton	Binghamton
6.	Zip Code (5 digits only)	13903	13903
7.	E-mail address	katiebwrs@gmail.com	e.s.backus@gmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	January	October
10.	Term Begins - Year (year)	2021	2019
11.	Term Expires	December	December
12.	Term Expires - Year (yyyy)	2025	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.

Yes *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 *10/03/2019*

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/11/2021 *10/03/2019*

16. Is this a brand new trustee? N *N*

1. Status Filled *Filled*

2. First Name of Board Member Kate *Katie*

3. Last Name of Board Member Miller-Corcoran *Bowers*

4. Mailing Address 11 Stanford Pl. *71 Mill St*

5. City Binghamton *Binghamton*

6. Zip Code (5 digits only) 13905 *13903*

7. E-mail address kate.millercorcoran@gmail.com *katiebwrs@gmail.com*

8. Office Held or Trustee Financial Officer *Trustee*

9. Term Begins - Month January *January*

10. Term Begins - Year (year) 2020 *2021*

11. Term Expires December *December*

12. Term Expires - Year (yyyy) 2024 *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 Yes

**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 02/06/2020 02/11/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/16/2020 02/11/2021

16. Is this a brand new trustee? N N

1. Status Filled *Filled*

2. First Name of Board Member Jeffrey *Kate*

3. Last Name of Board Member Boisvert *Miller-Corcoran*

4. Mailing Address 77 Park Ave. #1 *11 Stanford Pl.*

5. City Binghamton *Binghamton*

6. Zip Code (5 digits only) 13903 *13905*

7. E-mail address jdb10585@hotmail.com *kate.millercorcoran@gmail.com*

8. Office Held or Trustee Secretary *Financial Officer*

9. Term Begins - Month January *January*

10. Term Begins - Year (year) 2020 *2020*

11. Term Expires December *December*

12. Term Expires - Year (yyyy) 2024 *2024*

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 Yes

**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 05/14/2020 02/06/2020

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/14/2020 03/16/2020

16. Is this a brand new trustee? N N

1. Status Filled Filled

2. First Name of Board Member Jennifer Jeffrey

3. Last Name of Board Member Embree Boisvert

4. Mailing Address 725 Prescott Ave. 77 Park Ave. #1

5. City Endicott Binghamton

6. Zip Code (5 digits only) 13760 13903

7. E-mail address jembree@binghamton.edu jdb10585@hotmail.com

8. Office Held or Trustee Trustee Secretary

9. Term Begins - Month January May

10. Term Begins - Year (year) 2020 2020

11. Term Expires December December

12. Term Expires - Year (yyyy) 2023 2024

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 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 02/06/2020 05/14/2020

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/16/2020 05/14/2020

16. Is this a brand new trustee? N N

1. Status Filled Filled

2. First Name of Board Member Jill Sara

3. Last Name of Board Member Kissick-Castro Tarricone

4. Mailing Address 10 St. Johns Ave 2512 Rhonda Dr

5. City Binghamton Vestal

6. Zip Code (5 digits only) 13905 13385

7. E-mail address jkcastro2012@gmail.com SPTarricone@gmail.com

8. Office Held or Trustee Trustee Trustee

9. Term Begins - Month January January

10. Term Begins - Year (year) 2021 2019

11. Term Expires December December

12. Term Expires - Year (yyyy) 2025 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. Yes Yes

**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 04/05/2018

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/11/2021 04/05/2018

16. Is this a brand new trustee? N N

1. Status Filled Filled

2. First Name of Board Member Charmian Jennifer

3. Last Name of Board Member Foster Embree

4. Mailing Address 67 Orchard Ave 725 Prescott Ave.

5. City Johnson City Endicott

6. Zip Code (5 digits only) 13790 13760

7. E-mail address cfoster15@stny.rr.com jembree@binghamton.edu

8. Office Held or Trustee Trustee Trustee

9. Term Begins - Month January January

10. Term Begins - Year (year) 2022 2020

11. Term Expires December December

12. Term Expires - Year (yyyy) 2026 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.

Yes *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 02/10/2022 *02/06/2020*

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/11/2022 *03/16/2020*

16. Is this a brand new trustee? N *N*

1. Status Filled *Filled*

2. First Name of Board Member Sarah *Jill*

3. Last Name of Board Member Glose *Kissick-Castro*

4. Mailing Address 41 Davis Street *10 St. Johns Ave*

5. City Binghamton *Binghamton*

6. Zip Code (5 digits only) 13905 *13905*

7. E-mail address sglose@gmail.com *jkcastro2012@gmail.com*

8. Office Held or Trustee Trustee *Trustee*

9. Term Begins - Month January *January*

10. Term Begins - Year (year) 2022 *2021*

11. Term Expires December *December*

12. Term Expires - Year (yyyy) 2026 *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 Yes

**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 02/10/2022 02/11/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/11/2022 02/11/2021

16. Is this a brand new trustee? N N

1. Status Vacant Filled

2. First Name of Board Member N/A Charmian

3. Last Name of Board Member N/A Foster

4. Mailing Address N/A 67 Orchard Ave

5. City N/A Johnson City

6. Zip Code (5 digits only) N/A 13790

7. E-mail address N/A cfoster15@stny.rr.com

8. Office Held or Trustee Trustee Trustee

9. Term Begins - Month January January

10. Term Begins - Year (year) 2023 2022

11. Term Expires December December

12. Term Expires - Year (yyyy) 2027 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.	N/A	Yes
<b>Note:</b> 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	N/A	02/10/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	02/11/2022
16.	Is this a brand new trustee?	N	Y
1.	Status	Vacant	Filled
2.	First Name of Board Member	N/A	Sarah
3.	Last Name of Board Member	N/A	Glose
4.	Mailing Address	N/A	41 Davis Street
5.	City	N/A	Binghamton
6.	Zip Code (5 digits only)	N/A	13905
7.	E-mail address	N/A	sglose@gmail.com
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	January	January
10.	Term Begins - Year (year)	2023	2022
11.	Term Expires	December	December
12.	Term Expires - Year (yyyy)	2024	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. No Yes

**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 N/A 02/10/2022

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

16. Is this a brand new trustee? N Y

**Trustee Education**

**Please Note: last year's answers for repeating groups cannot be displayed.**

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

- |    |   |                  |                             |
|----|---|------------------|-----------------------------|
| 1. | Trustee Name  | JoAnne Hanrahan  | <i>JoAnne Hanrahan</i>      |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                | Y                           |
| 1. | Trustee Name  | Peter DeWind     | <i>Peter DeWind</i>         |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                | Y                           |
| 1. | Trustee Name  | Charmian Foster  | <i>Margaret Shiel</i>       |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                | N                           |
| 1. | Trustee Name  | Jeffrey Boisvert | <i>Kathleen Jablonowski</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y                | N                           |

1.	Trustee Name	Kate Miller-Corcoran	<i>Kate Miller-Corcoran</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	Y

1.	Trustee Name	Katie Bowers	<i>Jeffrey Boisvert</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	Y

1.	Trustee Name	Jill Kissick-Castro	<i>Katie Bowers</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	Y

1.	Trustee Name	Emily Wall	<i>Jill Kissick-Castro</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	Y

1.	Trustee Name	Sarah Glose	<i>Emily Wall</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	Y

1.	Trustee Name	Jennifer Embree	<i>Sara Tarricone</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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; if no, go to question 11.3.	Y	Y
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Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds	County	<i>County</i>
2. Name of funding County, Municipality or School District	Broome County	<i>Broome County</i>
3. Amount	\$1,398,987	<i>\$1,385,124</i>
4. Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>

5. Written Contractual Agreement	N	Y
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1. Source of Funds	City	<i>City</i>
2. Name of funding County, Municipality or School District	Binghamton	<i>Binghamton</i>
3. Amount	\$961,245	<i>\$761,900</i>
4. Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>

5. Written Contractual Agreement	Y	Y
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11.2 <b>TOTAL LOCAL PUBLIC FUNDS</b>	\$2,360,232	<i>\$2,147,024</i>
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**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3 Local Library Services Aid (LLSA)	\$66,636	<i>\$71,512</i>
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11.4 Record all Central Library Services Aid monies received from system headquarters	\$23,664	<i>\$23,664</i>
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11.5 Additional State Aid received from the System	\$0	<i>\$0</i>
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11.6 Federal Aid received from the System	\$0	<i>\$0</i>
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11.7 Other Cash Grants	\$4,000	<i>\$2,898</i>
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11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$94,300	\$98,074
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**OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$39,372
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**Federal Aid/Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

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

11.14	Gifts and Endowments	\$504	\$851
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11.15	Fund Raising	\$0	\$0
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11.16	Income from Investments	\$2,041	\$965
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11.17	Library Charges	\$17,871	\$17,097
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11.18	Other	\$56,665	\$31,247
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11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$77,081	\$50,160
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11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,531,613	\$2,334,630
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11.21	<b>BUDGET LOANS</b>	\$0	\$0
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**Transfers/Grant Total****TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$49,403	\$0
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$2,581,016	\$2,334,630

**12. OPERATING FUND DISBURSEMENTS****Staff/Collection/Capital/Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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	\$386,489	\$372,194
12.2	Other Staff	\$467,431	\$385,564
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$853,920	\$757,758
12.4	<b>Employee Benefits Expenditures</b>	\$610,644	\$598,618
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$1,464,564	\$1,356,376

## COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$113,788	<i>\$118,444</i>
12.7	Electronic Materials Expenditures	\$37,522	<i>\$24,048</i>
12.8	Other Materials Expenditures	\$25,547	<i>\$45,604</i>
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$176,857	<i>\$188,096</i>

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	<i>\$153,231</i>
12.11	From Other Funds (71OF)	\$0	<i>\$0</i>
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0	<i>\$153,231</i>

## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$9,454	<i>\$10,480</i>
12.14	From Other Funds (72OF)	\$0	<i>\$0</i>
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$9,454	<i>\$10,480</i>
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$303,814	<i>\$218,012</i>
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$313,268	<i>\$228,492</i>

## MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$5,341	<i>\$8,901</i>
12.19	Telecommunications	\$144,303	<i>\$91,385</i>
12.20	Postage and Freight	\$2,046	<i>\$356</i>

12.21	Professional & Consultant Fees	\$15,543	\$6,963
12.22	Equipment	\$8,572	\$4,356
12.23	Other Miscellaneous	\$45,547	\$143,288
12.24	<b>Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)</b>	\$221,352	\$255,249

**Contracts/Debt Service/Transfers/Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$67,623	\$63,056
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.26	From Local Public Funds (73PF)	\$7,743	\$7,783
12.27	From Other Funds (73OF)	\$0	\$0
12.28	<b>Total (Add Questions 12.26 and 12.27)</b>	\$7,743	\$7,783

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	<b>Total Debt Service (Add Questions 12.28, 12.29 and 12.30)</b>	\$7,743	\$7,783

12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)</b>	\$2,251,407	\$2,252,283
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**TRANSFERS**

**Transfers to Capital Fund**

12.33	From Local Public Funds (76PF)	\$0	\$0
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12.34	From Other Funds (76OF)	\$0	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	<b>Transfer to Other Funds</b>	\$329,609	\$32,944
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$329,609	\$32,944
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$2,581,016	\$2,285,227
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$0	\$49,403
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$2,581,016	\$2,334,630

#### 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).	03/09/2022	03/10/2022
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#### FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	01/18/2023	02/21/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2022-12/31/2022	01/01/2021-12/31/2021
12.44	Indicate type of audit (select one):	County	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	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	\$237,888	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$237,888	\$0

### STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$379,593	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$379,593	\$0

### FEDERAL AID FOR CAPITAL PROJECTS

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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### INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
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13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$617,481	\$0
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13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
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13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$617,481	\$0
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
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13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$617,481	\$0
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## 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	\$277,260	\$0
14.2	Incidental Construction	\$0	\$0

### Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0

14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) \$277,260 \$0

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$0 \$0

14.9 **NON-PROJECT EXPENDITURES** \$0 \$0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) \$277,260 \$0

14.11 **BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2022** \$340,221 \$0

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) \$617,481 \$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, 2022. 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	.37
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15.1.2	Total Expenditure for Professional Salaries	\$7,456	\$7,456
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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	.4
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15.1.4	Total Expenditures for Other Staff Salaries	\$10,608	\$10,608
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15.1.5	<b>Employee Benefits:</b> Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	\$5,600	\$5,600
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15.1.6	<b>Purchased Services:</b> Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	N	N
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Please Note: last year's answers for repeating groups cannot be displayed.

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	N/A
2.	Provider of Services	N/A	N/A
3.	Expenditure	N/A	N/A
15.1.7	<b>Total Expenditure - Purchased Services</b>	\$0	\$0
15.1.8	<b>Supplies and Materials:</b> 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	N

Please Note: last year's answers for repeating groups cannot be displayed.

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	N/A
2.	Expenditure	N/A	N/A
15.1.9	<b>Total Expenditure - Supplies and Materials</b>	\$0	\$0
15.1.10	<b>Travel Expenditures:</b> Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.	N	N

Please Note: last year's answers for repeating groups cannot be displayed.

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	N/A
2.	Expenditure	N/A	N/A

15.1.11 <b>Total Expenditures - Travel</b>	\$0	\$0
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15.1.12 <b>Equipment and Furnishings:</b> 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	N
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**Please Note: last year's answers for repeating groups cannot be displayed.**

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	N/A
2. Quantity	N/A	N/A
3. Unit cost	N/A	N/A
4. Expenditure	N/A	N/A

15.1.13 <b>Total Expenditure - Equipment and Furnishings</b>	\$0	\$0
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15.1.14 <b>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)</b>	\$23,664	\$23,664
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15.1.15 <b>Cash Balance at the Opening of the Fiscal Year (total 15.1.15a + 15.1.15b)</b>	\$0	\$0
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NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.15a CBA Cash Balance at the Opening of the Fiscal Year		\$0
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15.1.15b CLDA Cash Balance at the Opening of the Fiscal Year.		\$0
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15.1.16 <b>Total Allocation received from the system:</b>	\$23,664	\$23,664
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15.1.17 <b>Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)</b>	\$0	\$0
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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. *Response has been entered.*

## 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	5.68
16.2	Total Librarians	5.68	5.68
16.3	All Other Paid Staff	13.62	12.56
16.4	Total Paid Employees	19.30	18.24
16.5	State Government Revenue	\$90,300	\$134,548
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$81,081	\$53,058
16.8	Total Operating Revenue	\$2,531,613	\$2,334,630
16.9	Other Operating Expenditures	\$602,243	\$546,797
16.10	Total Operating Expenditures	\$2,243,664	\$2,091,269
16.11	Total Capital Expenditures	\$277,260	\$153,231
16.12	Print Materials	171,908	173,086
16.12a	Total Physical Items in Collection	197,062	
16.13	Total Registered Borrowers	30,877	31,785
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	35	35

16.16	Total Uses (sessions) of Public Internet Computers Per Year	15,882	9,452
16.17	Wireless Sessions	298,976	74,143
16.18	Total Capital Revenue	\$617,481	\$0

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

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

## SUGGESTED IMPROVEMENTS

Library Name:	BROOME COUNTY PUBLIC LIBRARY	<i>BROOME COUNTY PUBLIC LIBRARY</i>
Library System:	Four County Library System	<i>Four County Library System</i>
Name of Person Completing Form:	Josias Bartram	<i>Josias Bartram</i>
Phone Number:	(607) 778-6407	<i>(607) 778-6407</i>

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

Neither Agree nor Disagree

*Agree*

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

Neither Agree nor Disagree

*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!

*Response has been entered.*