

Account		Budget	YTD Actuals		Feb (16.7%)	Remaining	
Revenue							
5000100	LIBRARY COPY FEES	13,000	1,343	10%	749	11,657	90%
5000177	RENTALS & FEES	7,200	0	0%	0	7,200	100%
5000189	OTHER LOCAL GOVERNMENTS	904,217	0	0%	0	904,217	100%
5000312	RENTAL CHARGEBACKS	49,000	0	0%	0	49,000	100%
5000426	MISCELLANEOUS	4,000	642	16%	263	3,358	84%
5000451	INTEREST AND EARNINGS	20,000	0	0%	0	20,000	100%
5000470	VENDING MACHINE	500	0	0%	0	500	100%
5000562	TRANSFER FROM GENERAL FUND	1,279,756	1,279,756	100%	0	0	0%
5000569	TRANSFER - DEBT SERVICE FUND	285	0	0%	0	285	100%
5000808	OTHER STATE AID	98,000	3,000	3%	0	95,000	97%
Total		2,375,958	1,284,741	54%	1,012	1,091,217	46%

Account		Budget - original	YTD Actuals		Feb (16.7%)	Encumbered		Remaining	
Salaries									
6001000	SALARIES FULL-TIME	1,031,259	107,830	10%	78,202			923,429	90%
6001001	SALARIES PART-TIME	154,888	16,283	11%	11,769			138,605	89%
6001002	SALARIES TEMPORARY	32,041	5,515	17%	3,275			26,526	83%
6001003	SALARIES OVERTIME	1,000	57	6%	0			943	94%
Total		1,219,188	129,685	11%	93,247			1,089,503	89%

Contractual Expenditures									
6004012	OFFICE SUPPLIES	1,854	439	24%	45	1,714	92%	-299	-16%
6004021	BLDG MAINTENANCE SUPPLIES	927	0	0%	0	250	27%	677	73%
6004022	FUEL AND HEATING SUPPLIES	18,000	3,769	21%	3,370	0	0%	14,231	79%
6004023	BLDG AND GROUNDS SUPPLIES	3,986	0	0%	0	3,750	94%	236	6%
6004048	MISC OPERATIONAL SUPPLIES	1,800	0	0%	0	0	0%	1,800	100%
6004055	COMPUTER SOFTWARE AND SUPPLIES	61,131	2,225	4%	2,225	0	0%	58,906	96%
6004056	COMPUTER EQUIPMENT(NON CAPITAL)	1,350	0	0%	0	0	0%	1,350	100%
6004070	BOOKS ADULT SERVICES	58,500	6,143	11%	3,678	52,781	90%	-424	-1%
6004071	JUVENILE BOOKS	45,000	4,706	10%	2,779	37,870	84%	2,424	5%
6004073	SUBSCRIPTIONS	8,705	0	0%	0	0	0%	8,705	100%
6004074	AUDIOVISUAL MATERIALS	13,500	1,216	9%	417	11,557	86%	727	5%
6004075	ELECTRONIC ACCESS MATERIALS	64,032	3,908	6%	0	0	0%	60,124	94%
6004100	POSTAGE AND FREIGHT	1,350	312	23%	312	687	51%	351	26%
6004105	DUES AND MEMBERSHIPS	1,641	0	0%	0	0	0%	1,641	100%
6004112	BLDG GROUNDS AND EQUIP REPAIR	2,700	0	0%	0	2,216	82%	484	18%
6004113	WATER AND SEWAGE CHARGES	2,880	0	0%	0	0	0%	2,880	100%
6004115	ELECTRIC CURRENT	71,100	9,050	13%	4,535	0	0%	62,050	87%
6004117	BUILDING AND GROUNDS EXPENSES	38,020	1,202	3%	968	20,453	54%	16,365	43%
6004136	OPERATIONAL EQUIPMENT REPAIRS	1,800	0	0%	0	0	0%	1,800	100%

6004137	ADVERTISING AND PROMOTION EXPE	2,700	128	5%	64	0	0%	2,573	95%
6004138	OTHER OPERATIONAL EXPENSES	13,500	596	4%	426	13,666	101%	-762	-6%
6004160	MILEAGE AND PARKING-LOCAL	540	0	0%	0	0	0%	540	100%
6004161	TRAVEL HOTEL AND MEALS	1,800	0	0%	0	0	0%	1,800	100%
6004162	EDUCATION AND TRAINING	2,700	0	0%	0	0	0%	2,700	100%
6004193	HARDWARE MAINTENANCE	5,490	0	0%	0	0	0%	5,490	100%
6004196	COPYING MACHINE RENTALS	9,000	1,442	16%	1,442	0	0%	7,558	84%
6004573	OTHER FEES FOR SERVICES	5,400	0	0%	0	0	0%	5,400	100%
Total		439,406	35,135	8%	20,262	144,945	33%	259,326	59%

Chargebacks									
6004602	INSURANCE PREMIUM CHARGEBACK	48,298	0	0%	0			48,298	100%
6004604	DPW SECURITY CHARGEBACKS	116,280	0	0%	0			116,280	100%
6004606	TELEPHONE BILLING ACCOUNT	5,686	0	0%	0			5,686	100%
6004609	DATA PROCESSING CHARGEBACKS	68,297	0	0%	0			68,297	100%
6004617	DUPLICATING/PRINTING CHARGEBAC	92	0	0%	0			92	100%
6004618	OFFICE SUPPLIES CHARGEBACK	6	0	0%	0			6	100%
6004619	BUILDING SERVICE CHARGEBACK	6,000	0	0%	0			6,000	100%
Total		244,659	0	0%	0			244,659	100%

Debt									
6006001	PRINCIPAL ON BANS	67,578	0	0%	0			67,578	100%
6007001	INTEREST ON BANS	6,569	0	0%	0			6,569	100%
Total		74,147	0	0%	0			74,147	100%

Benefits									
6008001	STATE RETIREMENT	150,970	16,096	11%	11,952			134,874	89%
6008002	SOCIAL SECURITY	93,268	9,459	10%	6,800			83,809	90%
6008004	WORKERS COMPENSATION	7,472	0	0%	0			7,472	100%
6008006	LIFE INSURANCE	200	22	11%	12			178	89%

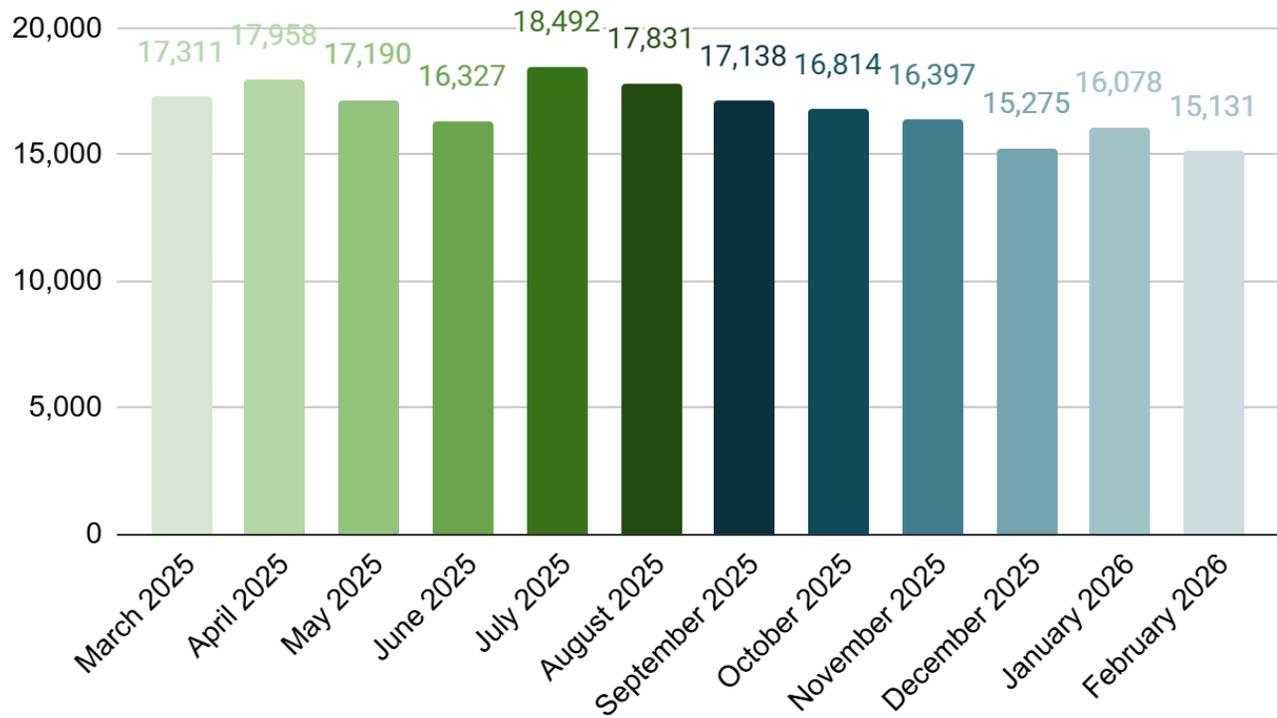
6008007	HEALTH INSURANCE	167,444	18,943	11%	13,648		148,501	89%	
6008009	RETIREE HEALTH INSURANCE	317,952	0	0%	0		317,952	100%	
6008012	EMPLOYEE TUITION REIMBURSEMENT	3,500	0	0%	0		3,500	100%	
6008014	NYS ERS VDC EXPENSE	7,752	0	0%	0		7,752	100%	
Total		748,558	44,520	6%	32,413		704,038	94%	
Salary and benefits		1,967,746	174,205	9%	125,660		1,793,541	91%	
Total expenses		2,725,958	209,340	8%	145,922	144,945	5%	2,371,674	87%

Data Analytics Monthly Report (December 2025 and January 2026)

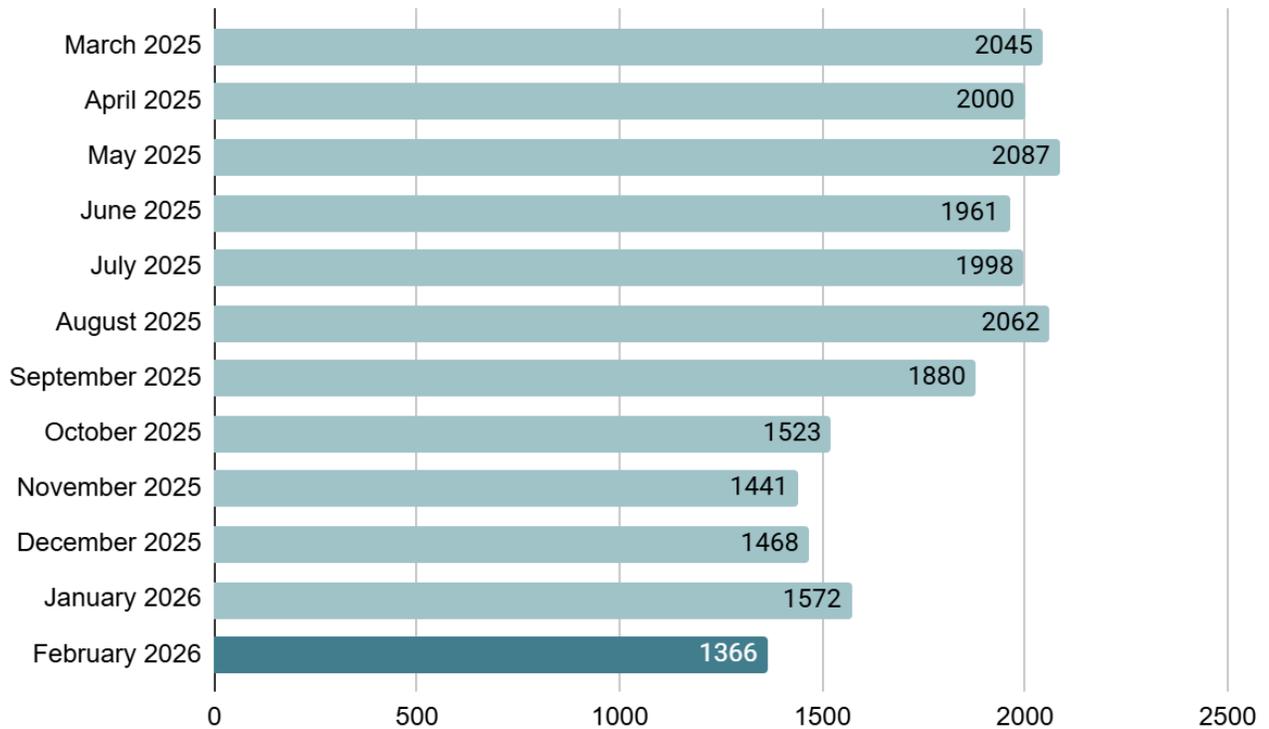
Submitted by Laura Haynes

Circulation:

Circulation stats for the past year:

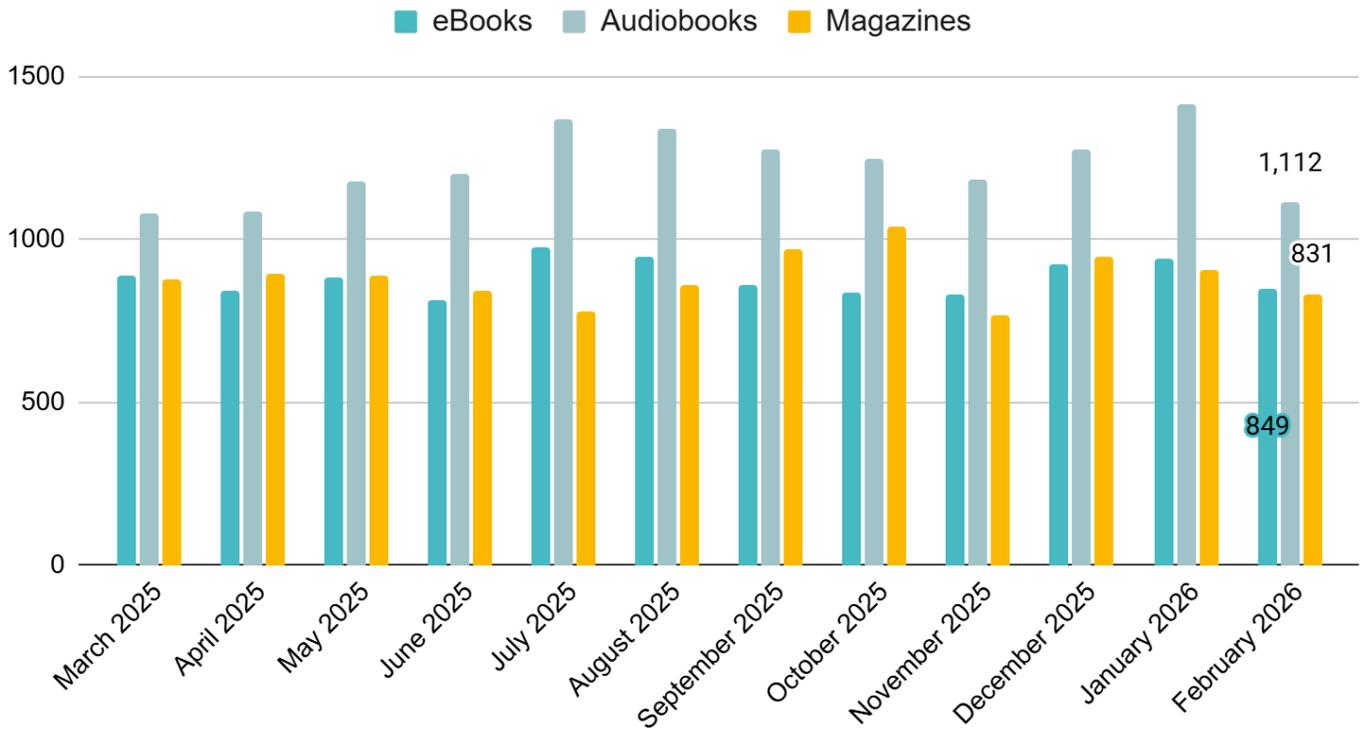


Hoopla Circulation:

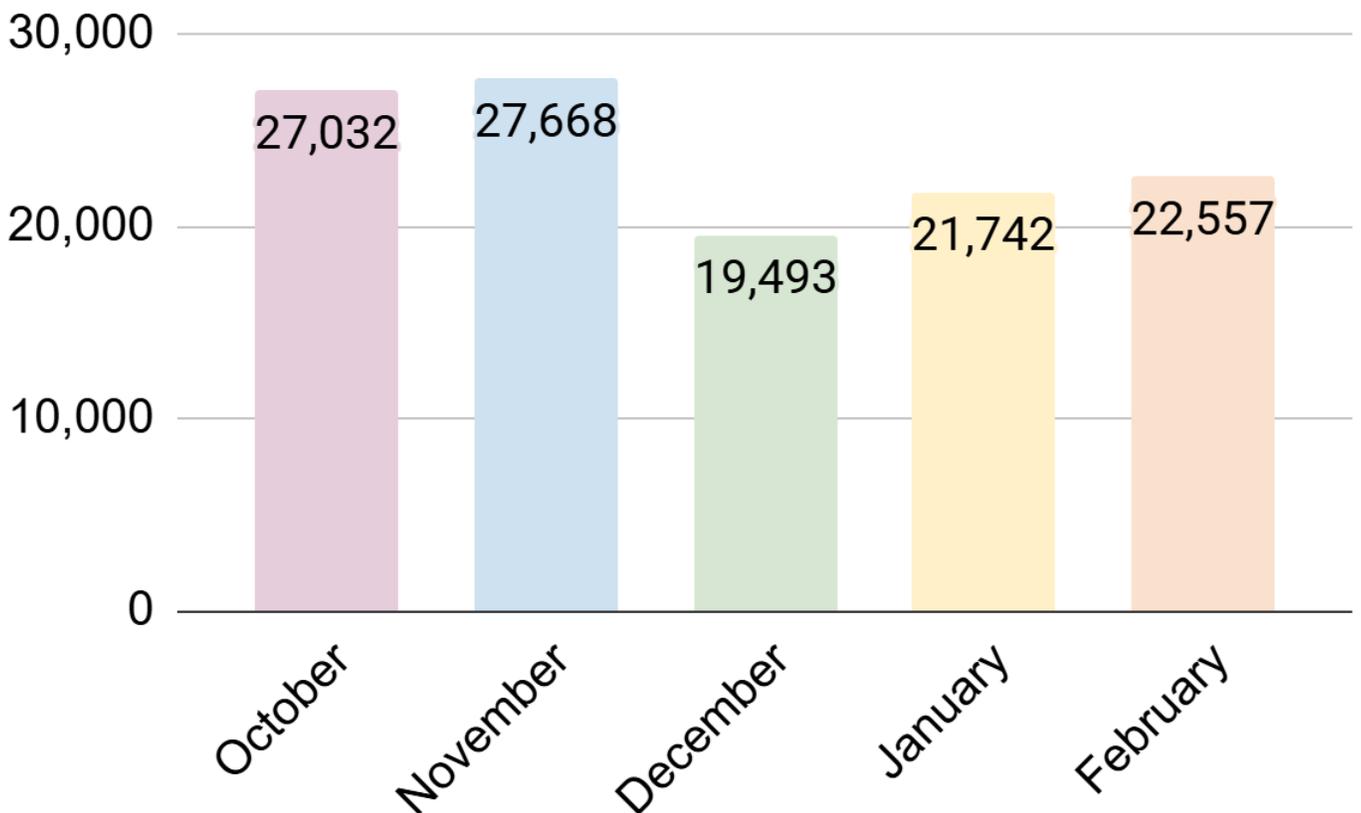


Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:

Audiobook circulation spiked in January.

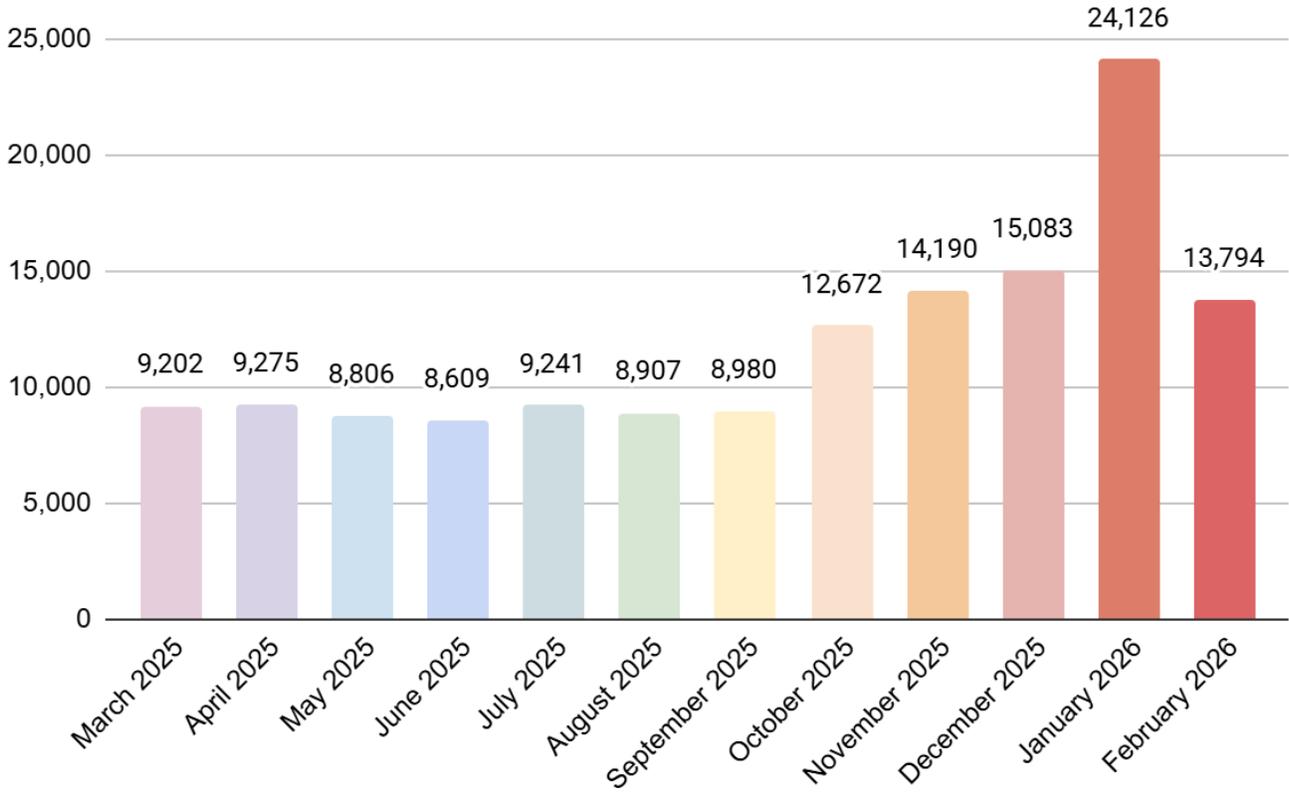


Door Count:

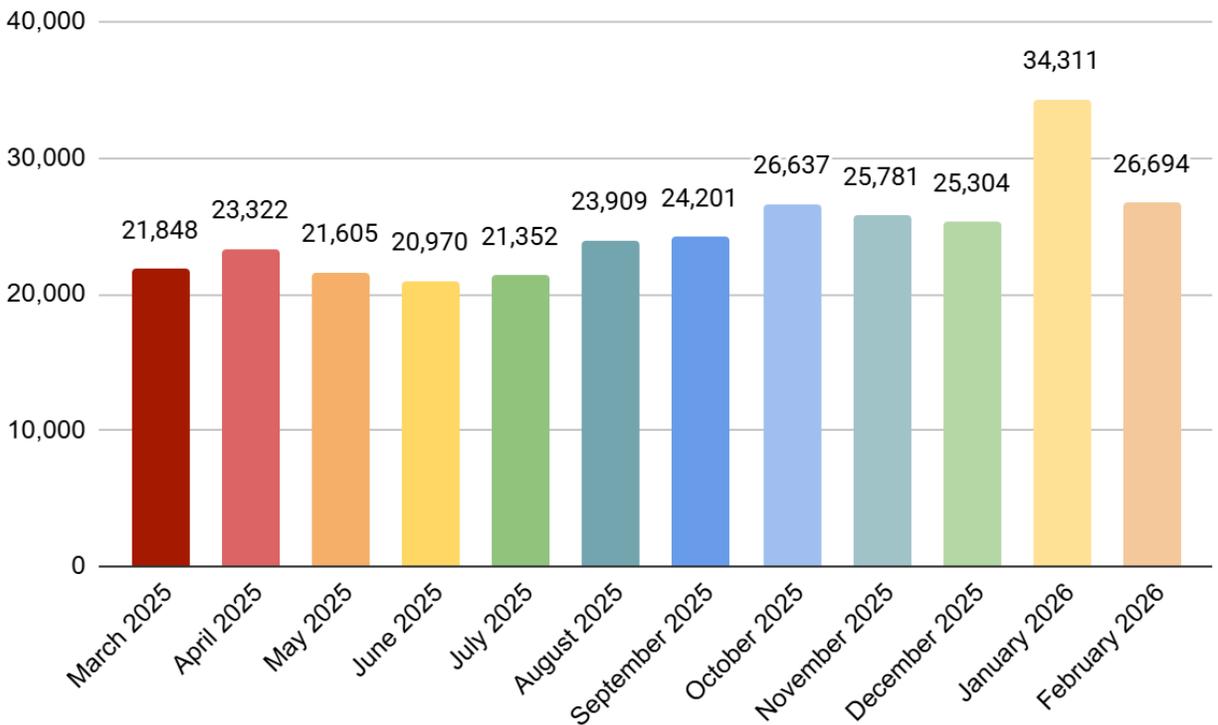


Website Analytics:

Total sessions:

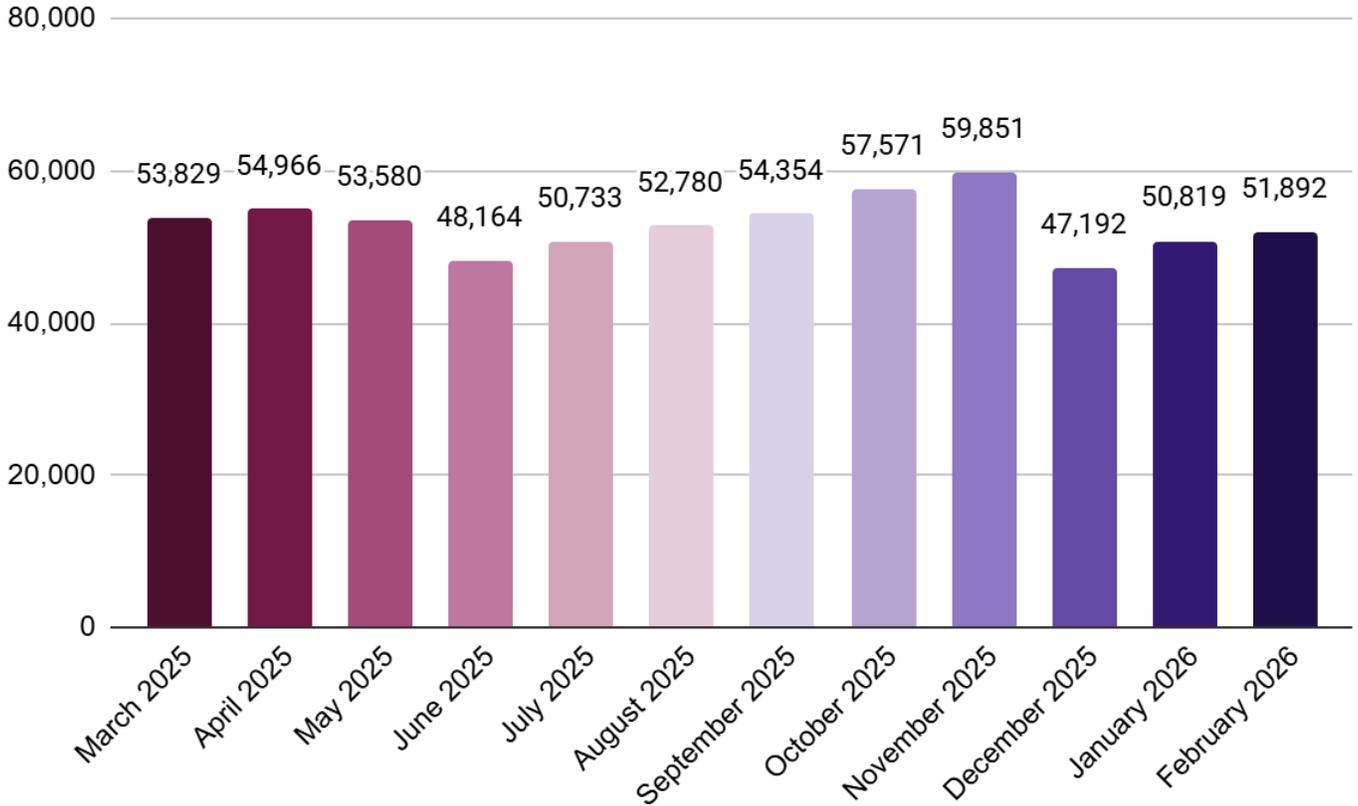


Total Website Pageviews:

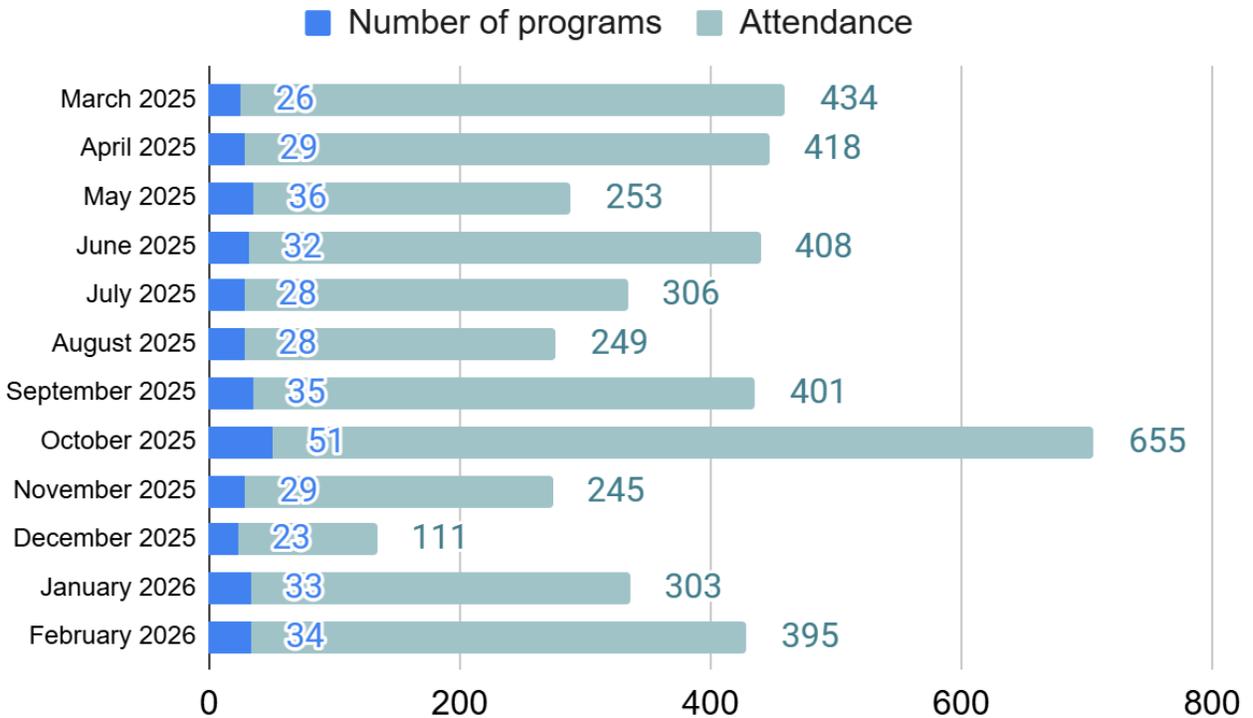


Number of Wireless Sessions:

Wireless sessions increased.



Adult program attendance:



Circulation: Submitted by Kathleen Shores

- Youth Services Clerk, Karissa Doyle, helped cover the Circulation Desk on Saturday the 21st. This was necessary due to a staffing shortage. Karissa's help ensured that everyone was able to take their lunch during their shift. Kelsey and Kathleen have discussed the possibility of cross-training Karissa so that she is able to feel more confident if helping in Circulation in the future. Thank you, Karissa!
- Library Assistant James Ingram, also helped at the Circulation desk multiple times during the month of February due to staffing shortages. Thank you, James!
- I've started preparing the deposit while Senior Account Clerk, Jackie Nabinger, is on vacation. I will continue to do this throughout the month of March, until Jackie returns.
- Full-time Circulation Clerk, Emma Wagaman, provided 28.50 hours of desk coverage/additional help to Youth Services.
- Full-time Circulation Clerk, Nursel Bagever, provided 32.00 hours of desk coverage/additional help to Youth Services.
- The Circulation desk issued 69 computer guest passes to residents of Binghamton, Endicott, Johnson City, and Vestal. 52 guest passes were issued to visitors from other states such as Connecticut, New Hampshire, New Jersey, North Carolina, Pennsylvania, South Carolina, and Tennessee. We even welcomed a visitor from the Dominican Republic.

February 2026 Youth Services Board Report

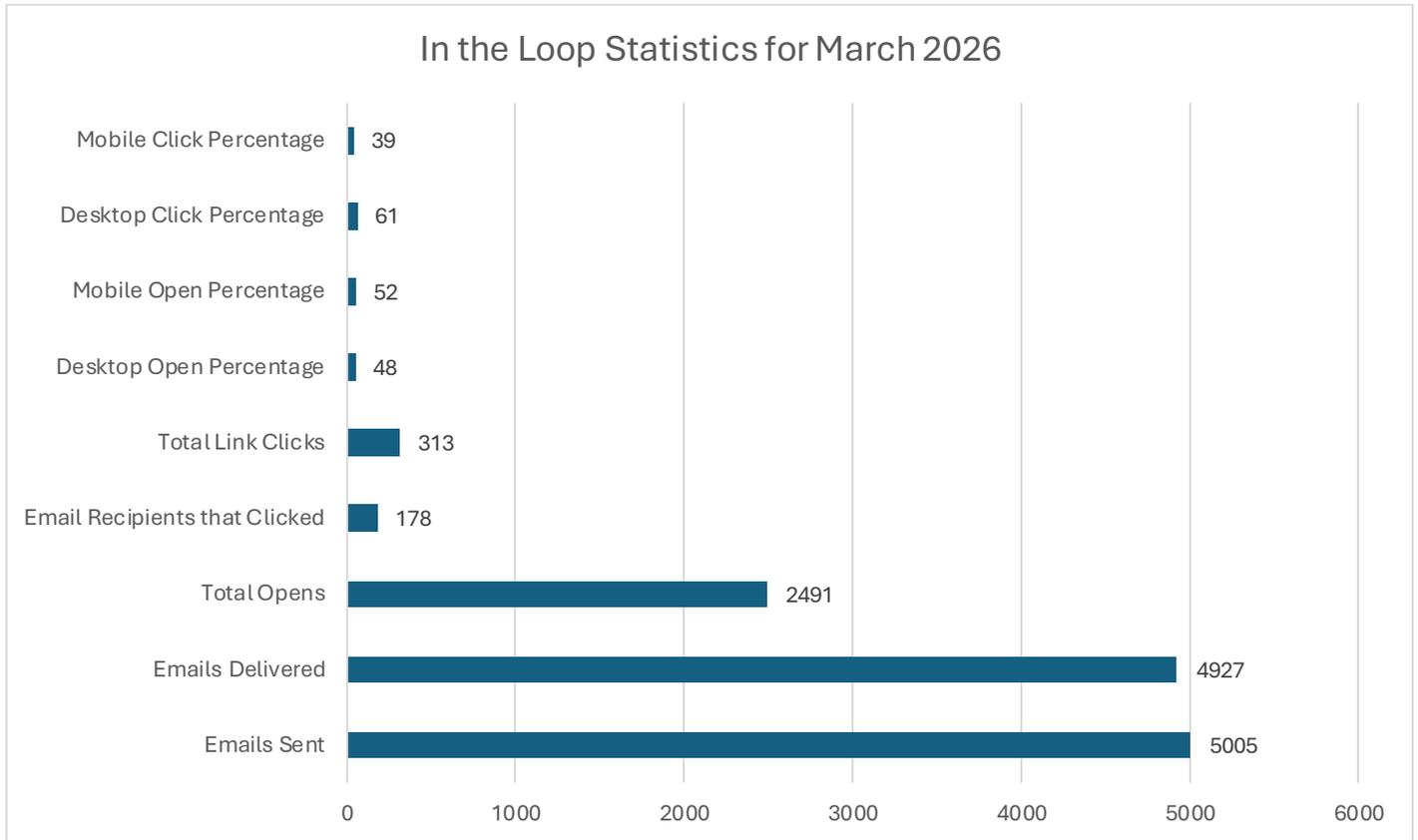
- Thank you to Kathleen for continuing to provide coverage for the Youth Services Department.
- Youth Services staff offered 37 programs in February, with a total attendance of 505. Two brand-new programs debuted this month, Toddler Dance Party and Tween/Teen Sit & Stitch.
- I attended the February 25 Head Start Policy Council Meeting to discuss the library's programs and services.

- On February 26th Sarah Reid hosted a Read for the Record event in the Decker Room. Attendees listened to a story read by Dr. Brenda Myers from the Discovery Center and then participated in activities provided by various local organizations, including Youth Services staff. 75 people attended in total.
- Ethan and Riley attended the Four County Library System Summer Reading Program Palooza at Sidney Memorial Public Library. This was an excellent opportunity to meet with staff from other libraries across the system and expand our ideas for summer reading programming.
- On February 28th we hosted our first Toddler Dance Party. Attendees participated in different movement-based songs and games, and we ended the session with bubbles and playtime. The event was attended by 23 people and was lots of fun! We plan to offer this event monthly going forward.
- February program attendance:
 - Weekly Board Game Night for all ages-Average attendance of 6
 - Weekly Baby Story Time-Average attendance of 23
 - Weekly Toddler Story Time-Average attendance of 18
 - Weekly Family Pajama Story Time-Average attendance of 5
 - Weekly Tween/Teen Sit & Stitch-Average attendance of 3
 - Weekly Teen Craft & Chat-Average attendance of 4
 - Weekly Tween Craft & Chat-Average attendance of 7
 - Bimonthly Therapy Dogs-Average attendance of 35
 - Bimonthly LEGO Club-Average attendance of 26
 - Bimonthly Creative Kids Club for Homeschoolers-Average attendance of 9
 - February 11 & 25-Grab-N-Go craft kits-93 craft kits handed out
 - February 12-14-Valentine's Day Scavenger Hunt-25 people completed the scavenger hunt
 - February 14-Retro Game Day-Attendance of 6
 - February 21-Teen D&D-Attendance of 9
 - February 26-Read for the Record-Attendance of 75
 - February 28-Toddler Dance Party-Attendance of 23
 - February 28-Mr. Mike's Art Class-Attendance of 10
 - February 28-Family Movie Day: Monsters, Inc.-Attendance of 4
- Upcoming Programs:
 - Weekly Board Game Night for all ages
 - Weekly Baby Story Time
 - Weekly Toddler Story Time
 - Weekly Family Pajama Story Time
 - Weekly Tween/Teen Sit & Stitch
 - Weekly Teen Craft & Chat

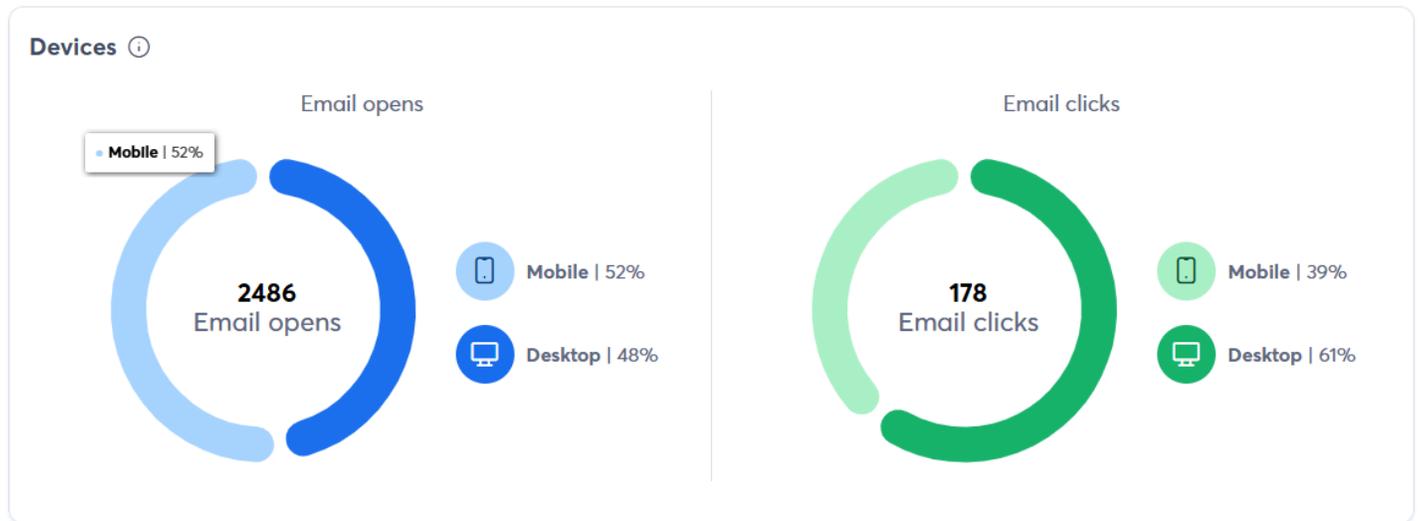
- Weekly Tween Craft & Chat
- Bimonthly Therapy Dogs
- Bimonthly LEGO Club
- Bimonthly Creative Kids Club for Homeschoolers
- Bimonthly Family Makerspace
- Bimonthly Tween Club
- March 7-Rainbow Pride Story Time
- March 11 & 25-Grab-N-Go craft kits
- March 14-Retro Game Day
- March 20-WSKG Screening
- March 27-Pokemon Club
- March 28-Toddler Dance Party
- March 28-Mr. Mike's Art Class
- March 28-Family Movie Day: Beauty & the Beast

Respectfully submitted by
Kelsey Matoushek
Librarian III

Statistics for the In the Loop e-newsletter: March 2026 edition



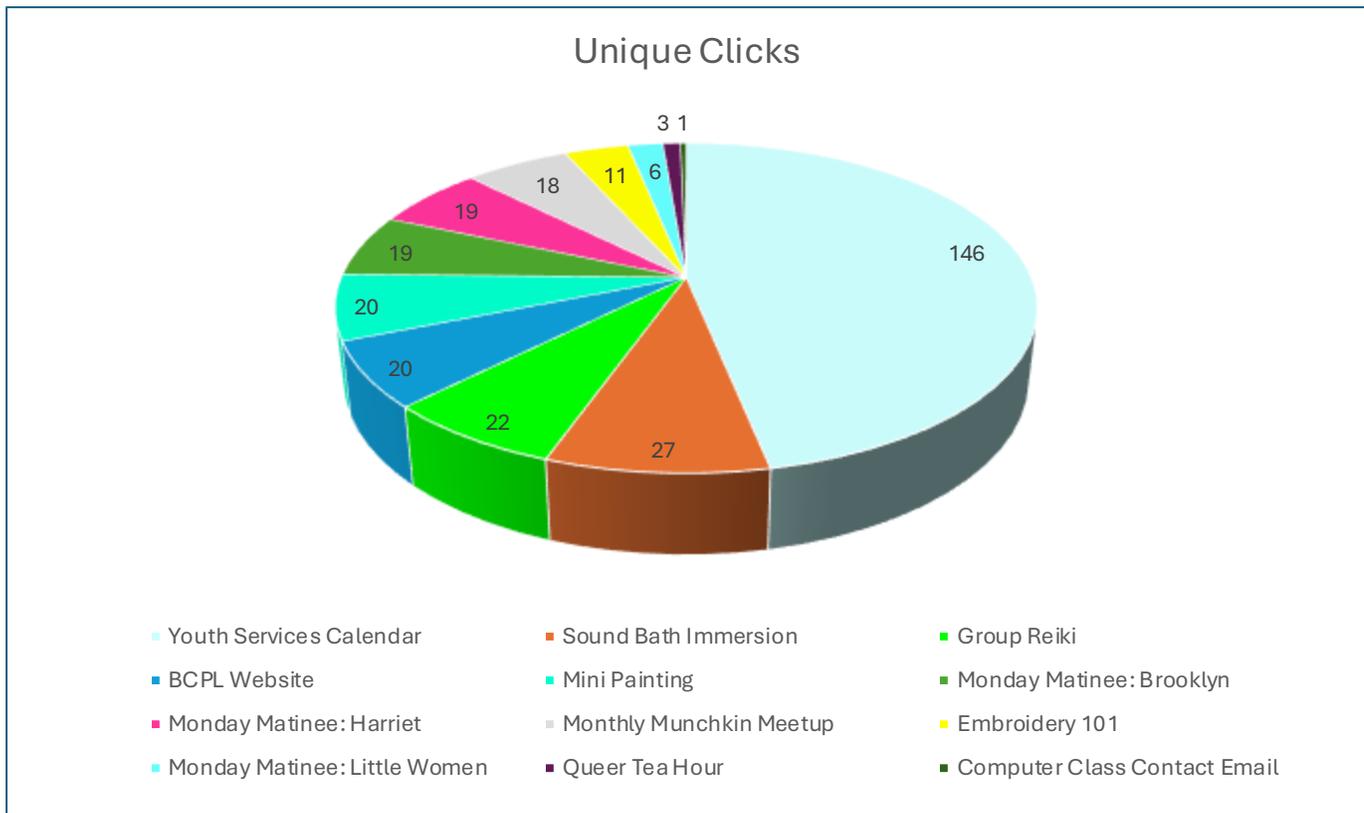
Audience



The March 2026 edition of the In the Loop newsletter was the first one sent via Constant Contact instead of our previous newsletter host, MailChimp. With this edition, while slightly more than half the recipients that opened their email opened the email on their phones or other mobile devices than on a desktop, it appears recipients using a desktop computer are significantly more likely to click on links within the email.

Due to the newsletter host switch, we no longer have access to the old MailChimp statistics, so only the insights from the March 2026 edition of the newsletter are listed in the bar graph. This also means we do

not have information on statistics for the February 2026 edition. We will resume calculating for the last three months over the next few months as more newsletters go out using the same framework that is used for this month's stats.



Link	Unique Clicks	Distribution
Youth Services Calendar	146	47%
Sound Bath Immersion	27	9%
Group Reiki	22	7%
BCPL Website	20	6%
Mini Painting	20	6%
Monday Matinee: Brooklyn	19	6%
Monday Matinee: Harriet	19	6%
Monthly Munchkin Meetup	18	6%
Embroidery 101	11	4%
Monday Matinee: Little Women	6	2%
Queer Tea Hour	3	1%
Computer Class Contact Email	1	0%

As per usual, the Youth Services Calendar accounts for by far the most clicks with almost half of the total clicks being on the Youth Services Calendar. Sound Bath Immersion is the next most popular, followed by Group Reiki, the BCPL website and Mini Painting with 20 or more clicks apiece.

Assistant Director's Report-Sherry Kowalski- March 10, 2026

- I have a break from contracts until it is time to renew our Overdrive/Libby agreement at the end of this year. With the cancellation of several contracts for this year and the higher purchasing thresholds that the County instituted, this part of my job has become less time-consuming.
- On the flip side, payroll tasks have become more time intensive. We still have a few major issues that need to be addressed. There are several employees with incorrect time balances because accrual balances didn't transfer correctly when we switched to CountyConnect. We are missing some time reporting codes that are starting to become problematic. We have a code for compensatory time taken but not the code for when compensatory time is earned. I created excel spreadsheets for each department head to keep track of time earned until that code is added to CountyConnect. We also have a few full-time employees that have part-time hours on their schedules. This isn't affecting their salary or benefits, but there are issues when the employee submit their time off requests.
- The process of hiring and terminating employees has changed. CountyConnect will be used for most of these procedures. Some documentation was provided but unfortunately no other training. Personnel will take over some of the steps that were previous the responsibility of departments. I don't feel that there has been adequate time devoted to explaining these new processes and procedures.
- We have 39 patrons currently banned from the library. I felt that we needed a better way to quickly determine if patrons are banned so I created an excel spreadsheet. With this spreadsheet you can also quickly see how many bans a patron has.
- I attended a webinar hosted by 4CLS on the new ADA requirements for library websites. I found it was worthwhile, and I learned some simple changes that I can implement to comply with these new guidelines.