

Account	Budgeted	Collected	Remaining			Notes
Revenue						
5000100 LIBRARY COPY FEES	8,600	7,076.10	82%	1,523.90	18%	
5000177 RENTALS & FEES	11,600	6,180	53%	5,420	47%	
5000189 OTHER LOCAL GOVERNMENTS	773,785	386,892.50	50%	386,892.50	50%	
5000312 RENTAL CHARGEBACKS	17,000	17,000	100%	-	0%	
5000426 MISCELLANEOUS	15,000	6,484.04	43%	8,515.96	57%	Library Fees
5000431 MISCELLANEOUS	15,000	-	0%	15,000	100%	Books for Babies funds
5000451 INTEREST AND EARNINGS	9,000	562.79	6%	8,437.21	94%	
5000470 VENDING MACHINE	1,000	-	0%	1,000	100%	
5000471 COMMISSIONS	800	-	0%	800	100%	
5000530 REFUNDS OF PRIOR YEARS EXPENDI	-	1,319.80		-1,319.80		
5000531 GIFTS AND DONATIONS	200	502.50	251%	-302.50	-151%	
5000545 CREDIT CARD REBATES	70	74.96	107%	-4.96	-7%	
5000562 TRANSFER FROM GENERAL FUND	1,398,987	1,398,987	100%	-	0%	
5000808 OTHER STATE AID	79,628	66,636.00	84%	12,992.00	16%	
5000952 ARRA DEBT REIMBURSEMENT	496	496.52	100%	-0.52	0%	
Total Revenue (operating):	2,331,166	1,892,212.21	81%	438,953.79	19%	

Projects & Grants					
5000165 DIGITAL LITERACY GRANT	4,000	4,000	100%	-	0%
5000590 CAPITAL FUNDS FOR FLOORING	237,888	237,888	100%	-	0%
5000808 STATE CONSTRUCTION AID - 2021	39,372	35,435	90%	3,937	10%
5000808 STATE CONSTRUCTION AID - 2022	378,023	-	0%	378,023	100%
Library Development Fund	12,058	12,058	100%	-	0%
KRESGE GRANT (Friends)	31,700	31,700	100%	-	0%
COMMUNITY FOUNDATION (Friends)	5,000	2,500	50%	2,500	50%
KLEE GRANT (Friends)	75,000	50,000	67%	25,000	33%
Projects & Grants Revenue	783,041	373,581	48%	409,460	52%

Account	Budget-orig	Budget-adjust	Encumbered		Spent		Remaining	
Salary and Benefits								
6001000 SALARIES FULL-TIME	708,328	708,328			534,056.10	75%	174,271.90	25%
6001001 SALARIES PART-TIME	146,604	153,424			93,691.42	61%	59,732.58	39%
6001002 SALARIES TEMPORARY	1,172	1,172			11,810.52	1008%	-10,638.52	-908%
6001003 SALARIES OVERTIME	-	-			5,988.94		-5,988.94	
Total Salary	856,104	862,924			645,546.98	75%	217,377.02	25%
6008001 STATE RETIREMENT	112,837	113,652			72,012.83	63%	41,639.17	37%
6008002 SOCIAL SECURITY	65,492	66,014			46,981.01	71%	19,032.99	29%
6008004 WORKERS COMPENSATION	3,839	3,839			2,879.25	75%	959.75	25%
6008006 LIFE INSURANCE	225	225			65.25	29%	159.75	71%
6008007 HEALTH INSURANCE	154,088	127,335			94,734.40	74%	32,600.15	26%
6008009 RETIREE HEALTH INSURANCE	335,282	339,710			225,794.20	66%	113,916.00	34%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	3,500			-	0%	3,500.00	100%
6008014 NYS Voluntary Defined Contribution	6,377	6,377			-2,870.43	-45%	9,247.43	145%
Total Benefits	681,640	660,652			439,596.51	67%	221,055.24	33%
Salary and Benefits	1,537,744	1,523,576			1,085,143.49	71%	438,432.26	29%
Contractual Expenditures								
6004012 OFFICE SUPPLIES	2,400	1,200	96.77	8%	747.47	62%	355.76	30%
6004021 BLDG MAINTENANCE SUPPLIES	800	3,300	886.56	27%	2,110.40	64%	303	9%
6004022 FUEL AND HEATING SUPPLIES	26,000	26,000	-	0%	11,881.92	46%	14,118.08	54%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	5,550	2215.71	40%	3,137.26	57%	197	4%
6004030 FOOD AND BEVERAGES	100	100	-	0%	67.21	67%	32.79	33%
6004048 MISC OPERATIONAL SUPPLIES	5,785	7,785	1753.92	23%	3,902.98	50%	2,128	27%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,928	76,218	-	0%	76,061	100%	-206	0%
6004056 COMPUTER EQUIPMENT(NON CAPITAL	5,000	1,325	-		1325.25		0	
6004070 BOOKS ADULT SERVICES	64,000	55,069	3,338.52	6%	44,042.23	80%	7,688	14%
6004071 JUVENILE BOOKS	48,000	48,000	7,683.92	16%	45,128.96	94%	-4,813	-10%
6004072 REFERENCE MATERIALS	1,800	800	-	0%	372	47%	428	54%
6004073 SUBSCRIPTIONS	2,000	1,600	-	0%	1,438	90%	162	10%
6004074 AUDIOVISUAL MATERIALS	35,000	32,000	7,463.69	23%	22,536.31	70%	2,000	6%
6004075 ELECTRONIC ACCESS MATERIALS	32,980	27,980	-	0%	24,066.32	86%	3,913.68	14%

Account	Budget-orig	Budget-adjust	Encumbered		Spent		Remaining	
6004100 POSTAGE AND FREIGHT	700	1,400	-	0%	1288.93	92%	111.07	8%
6004105 DUES AND MEMBERSHIPS	2,050	2,050	-	0%	1267	62%	783	38%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	9,860	1075.69	11%	8,880.50	90%	-96	-1%
6004113 WATER AND SEWAGE CHARGES	3,200	3,000	-	0%	1,496	50%	1,505	50%
6004115 ELECTRIC CURRENT	59,000	43,710	-	0%	31,412.25	72%	12,297.75	28%
6004117 BUILDING AND GROUNDS EXPENSES	36,350	73,550	19,782	27%	31,317.14	43%	22,450.39	31%
6004136 OPERATIONAL EQUIPMENT REPAIRS	2,060	1,510	-	0%	-	0%	1,510	100%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	8,000	-	0%	304.13	4%	7,696	96%
6004138 OTHER OPERATIONAL EXPENSES	16,000	15,331	1,776.97	12%	14,795.31	97%	-1,241.17	-8%
6004147 OTHER PROGRAM EXPENSES	15,000	15,000	-	0%	-	0%	15,000	100%
6004160 MILEAGE AND PARKING-LOCAL	1,000	500	-	0%	410	82%	90	18%
6004161 TRAVEL HOTEL AND MEALS	1,850	850	-	0%	1070.6	126%	-221	-26%
6004162 EDUCATION AND TRAINING	1,000	500	-	0%	1,451	290%	-951	-190%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	175	-	0%	-	0%	175	100%
6004193 HARDWARE MAINTENANCE	7,022	7,022	-	0%	4,840	69%	2,182	31%
6004196 COPYING MACHINE RENTALS	4,200	4,200	-	0%	4,010	95%	189.60	5%
6004504 OTHER FINANCIAL SERVICES	27	27	-	0%	26.1	97%	0.9	3%
6004573 OTHER FEES FOR SERVICES	6,000	11,500	-	0%	3,328.00	29%	8,172	71%
Total	462,787	485,112	46,074.22	9%	342,713.91	71%	95,961.24	20%
Chargebacks								
6004602 INSURANCE PREMIUM CHARGEBACK	18,089	18,089			13,566.63	75%	4,522.37	25%
6004604 DPW SECURITY CHARGEBACKS	120,077	120,077			56,678.50	47%	63,398.50	53%
6004606 TELEPHONE BILLING ACCOUNT	5,511	5,511			3,684.90	67%	1,826.10	33%
6004609 DATA PROCESSING CHARGEBACKS	133,042	133,042			69,818.50	52%	63,223.50	48%
6004617 DUPLICATING/PRINTING CHARGEBAC	8	8			-	0%	8	100%
6004618 OFFICE SUPPLIES CHARGEBACK	70	70			170.87	244%	-100.87	-144%
6004619 BUILDING SERVICE CHARGEBACK	46,095	37,938			18,961.05	50%	18,976.95	50%
Total Chargebacks	322,892	314,735			162,880.45	52%	151,854.55	48%
Debt								
6006000 PRINCIPAL ON SERIAL BONDS	6,331	6,331			6,331	100%	-	0%
6007000 INTEREST ON SERIAL BONDS	1,412	1,412			1,411.74	100%	0.26	0%

Account	Budget-orig	Budget-adjust	Encumbered	Spent	Remaining
Grand Total (operating):	2,331,166	2,331,166	46,074.22 2%	1,598,480.59 69%	686,248.31 29%

Projects & Grants					
6004570 DIGITAL LITERACY GRANT	4,000	4,000	- 0%	4,000 100%	- 0%
6002207 CAPITAL FUNDS FOR FLOORING	237,888	237,888	47,098.73 20%	190,789.27 80%	- 0%
6004117 STATE CONSTRUCTION AID - 2021	39,372	39,372	15,572 40%	22,845 58%	954 2%
6004117 STATE CONSTRUCTION AID - 2022	378,023	378,023	- 0%	- 0%	378,023 100%
Library Development Fund	12,058	12,058	- 0%	12,058 100%	- 0%
KRESGE GRANT (Friends)	30,000	31,700	- 0%	21,452 72%	10,248 34%
COMMUNITY FOUNDATION (Friends)	5,000	5,000	- 0%	- 0%	5,000 100%
KLEE GRANT (Friends)	75,000	75,000	- 0%	16,448 22%	58,552 78%
Total Projects & Grants	781,340.99	783,040.99	62,670.83 8%	267,592.73 34%	452,777.43 58%

Frequently Referenced People and Terms

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

Notable Meetings/Outreach

- Broome Leadership Institute – every other Thursday, paid for by the Friends
- New York Library Association Conference
- Connie Barnes – Broome County Arts Council

This will be a relatively short report because of the timing of this meeting, but I wanted to at least cover/explain a few items in writing.

Policies

- I'm asking for approval of a minor edit to the Meeting Room Policy that was approved last month, which I've indicated by striking out the old wording and highlighting my edit. We felt that the current wording was slightly confusing when uploaded to the new website.
- The next policy that we need to write from scratch is the Bulletin Board Policy.
- There are also a few (mostly relatively minor) edits to policies that were flagged by trustees as needing attention before they can be posted to the website. I'd like to work through a few of these per month in 2023.

Building/Facilities

- The 2021-2022 Construction Aid has been officially approved. You may have seen some coverage in the local media. We haven't received a check yet, but the next step is legislative approval. This is the funding that will be used for renovating both sets of public bathrooms and adding the door from the Children's Room to the garden. I hope that this work will start in early 2023 and carry over into the spring.
 - The asbestos testing that is required as part of this process is complete and we have no asbestos in the building.
- Carpet/vinyl flooring installation in Youth Services should start at the end of November or the beginning of December.
- We continue to have a very difficult time hiring an evening custodian.

Contracts

- I'm including two contracts with the Four County Library system for your review.
 - The first covers are Envisionware public PC and print management system. This is a yearly contract that is necessary for the Library to provide computers and printing to the public. It also includes the mobile print functionality that we were finally able to add this year.
 - The second is our big Automation Contract which is renewed every 3 years. This covers all services and software related to our participation in Four County's Integrated Library System (ILS). It is absolutely essential for the Library to function. You already approved the formula used to calculate our fees and BCPL voted in favor of this formula. Our portion is down slightly in the first year (from \$67,810 to \$64,994) because of more library's joining the catalog and helping to

cover the total cost. As always, our total includes credit for \$15,000 worth of Central Library Development Aid that is received by 4CLS on our behalf.

- After reviewing the MOU with Emergency Services that was approved at our last meeting with BC Legal, Patrick Dewing is requesting a full two-year extension for the reasons he mentioned in the meeting. A copy of his email is included. He accepts the increase from \$17,000 to \$19,000 for 2024. I am asking you to revise the MOU to honor his request as reflected in the attached draft. It is important to show that we are part of the same team and willing to work together towards a solution that works for everyone.
- I'm including the 2022 lease for Literacy Volunteers of Broome/Tioga Counties. You will need to determine whether to keep the rent at \$600/month for the 2023 lease or raise it. I'm confident that Kristen Gordon-Pier (their Executive Director) will want the opportunity to address you if you are considering raising it.

Personnel

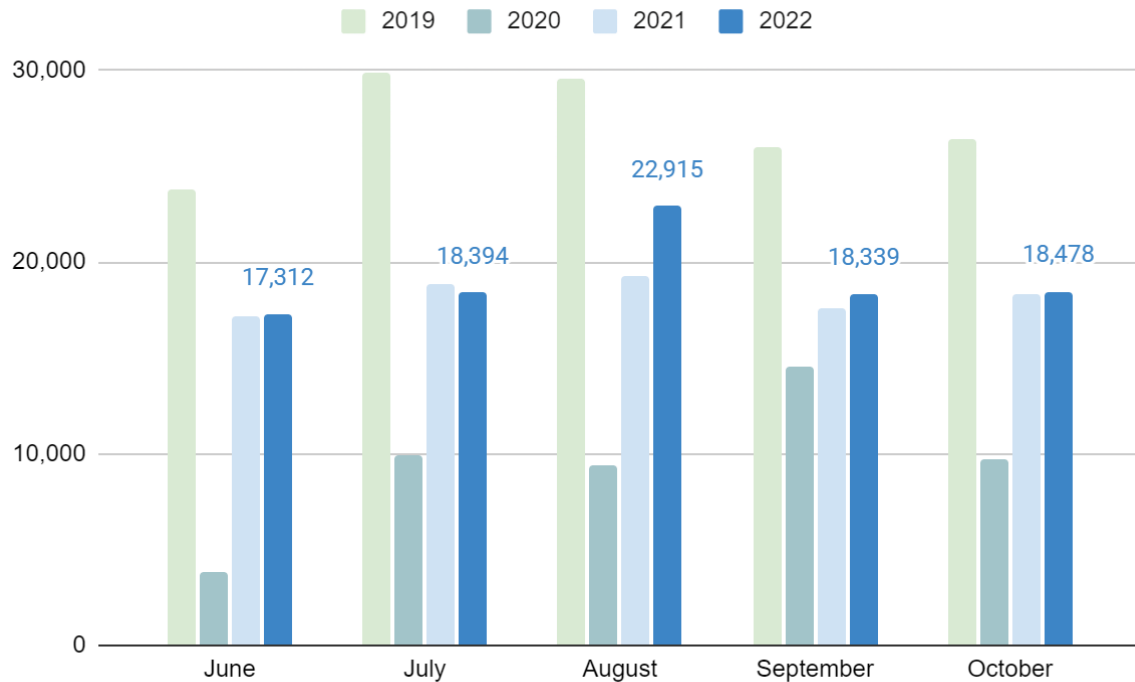
- I am attending the 2022-2023 Broome Leadership Institute and am fully sponsored by the Friends of the Library. This is proving to be extremely valuable for networking and for understanding how our County operates. I recommend it to any of you who have the opportunity to participate.
- Along with three of our Librarians, I attended the New York Library Association Conference in Saratoga Springs last week. I have heard nothing but positive feedback from our attendees, and that was my experience as well. I'm so glad that we have made the shift as an organization to recognizing the importance of these types of professional development opportunities. Conference attendance is something that I'd like to see be universal among our Librarians going forward.
- I'm happy to report that at their October session, the Broome County Legislature approved bonus payments for all county employees as proposed by County Executive Jason Garnar. Our full-time staff members will be getting a \$1,000 bonus in their next paychecks and our part-time staff members will be getting a \$500 bonus. This doesn't solve the issue of low salaries or make up for inflation, but it is a welcome gesture in recognition of our staff.

Data Analytics Monthly Report (November 2022)

Submitted by Laura Haynes

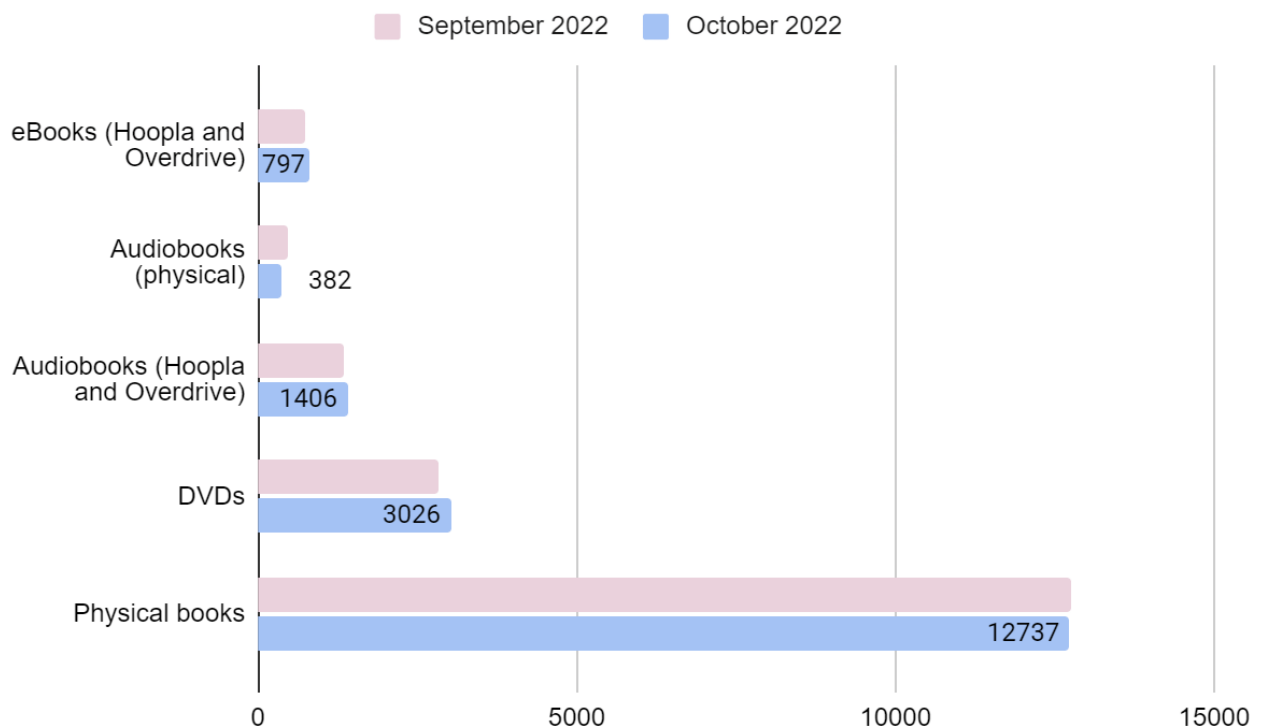
Total Monthly Circulation over the last 5 months:

For October, circulation remained consistent with last month's numbers with a slight increase.



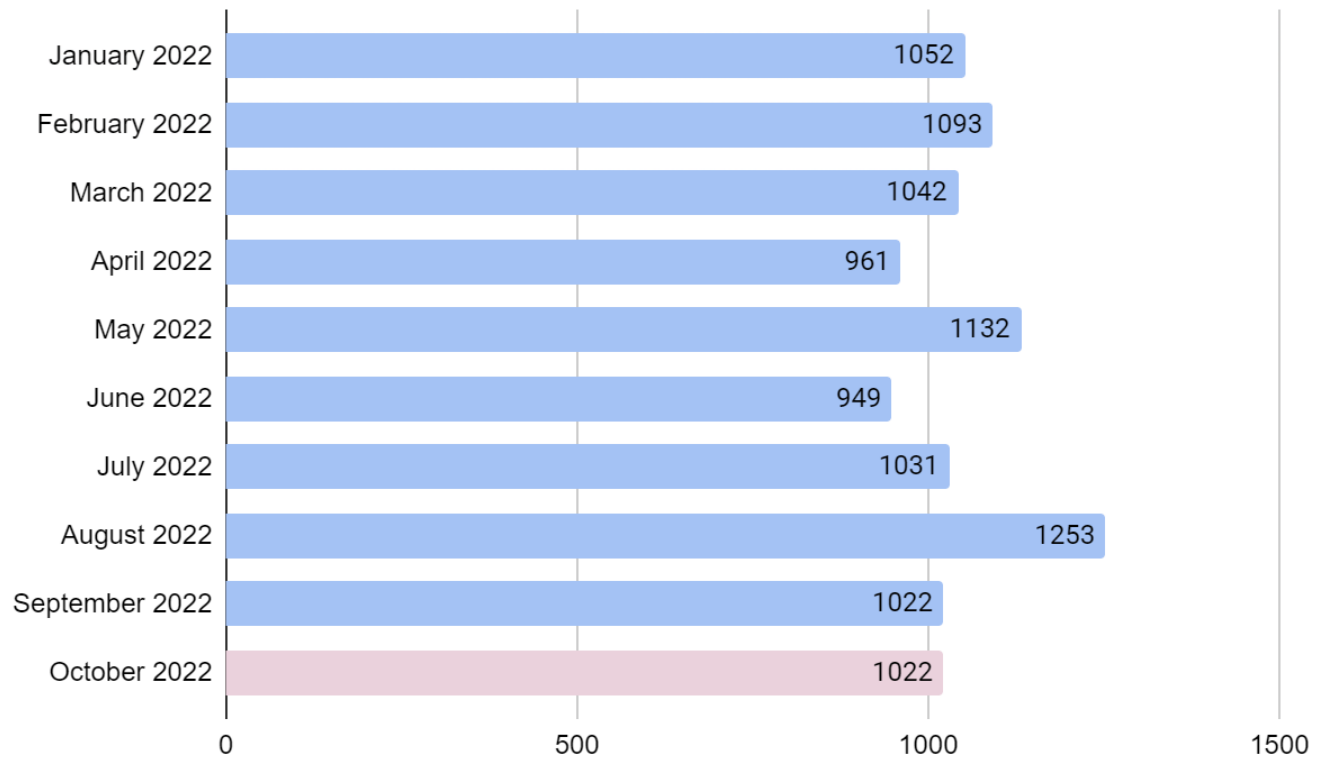
Circulation by media:

Numbers are generally holding steady, with a slight decrease for physical audiobooks.



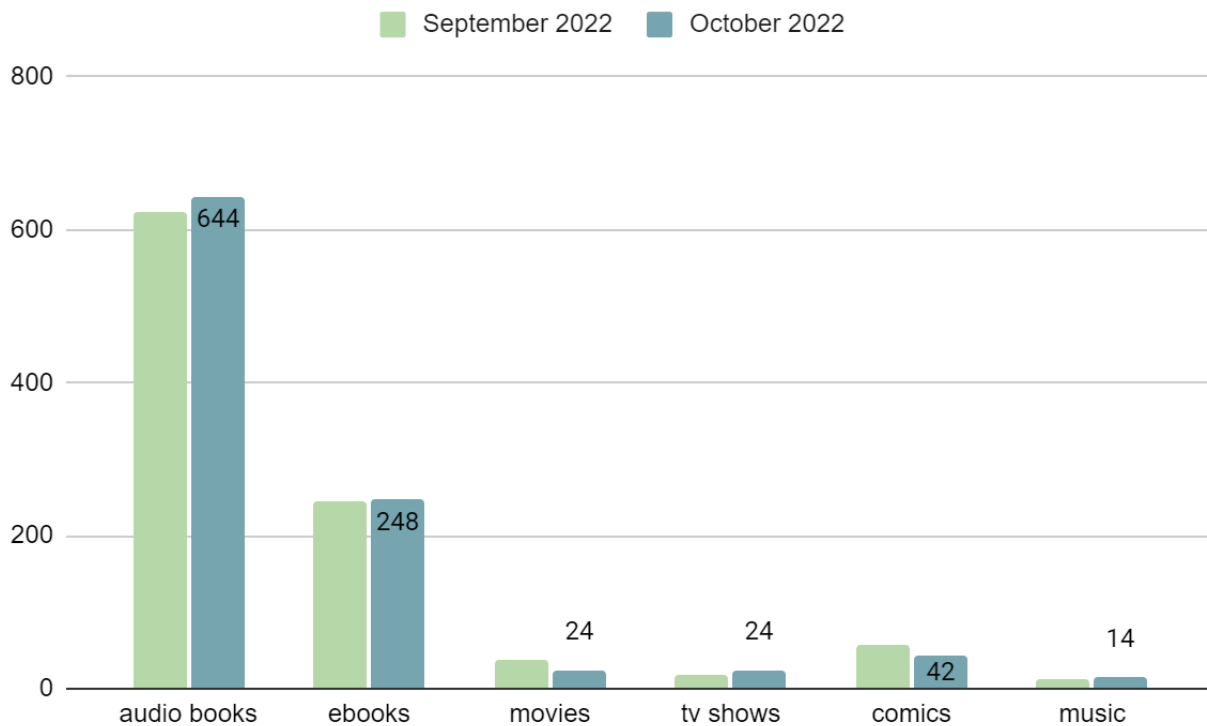
Hoopla Circulation:

Hoopla circulation stayed exactly the same as last month's numbers.



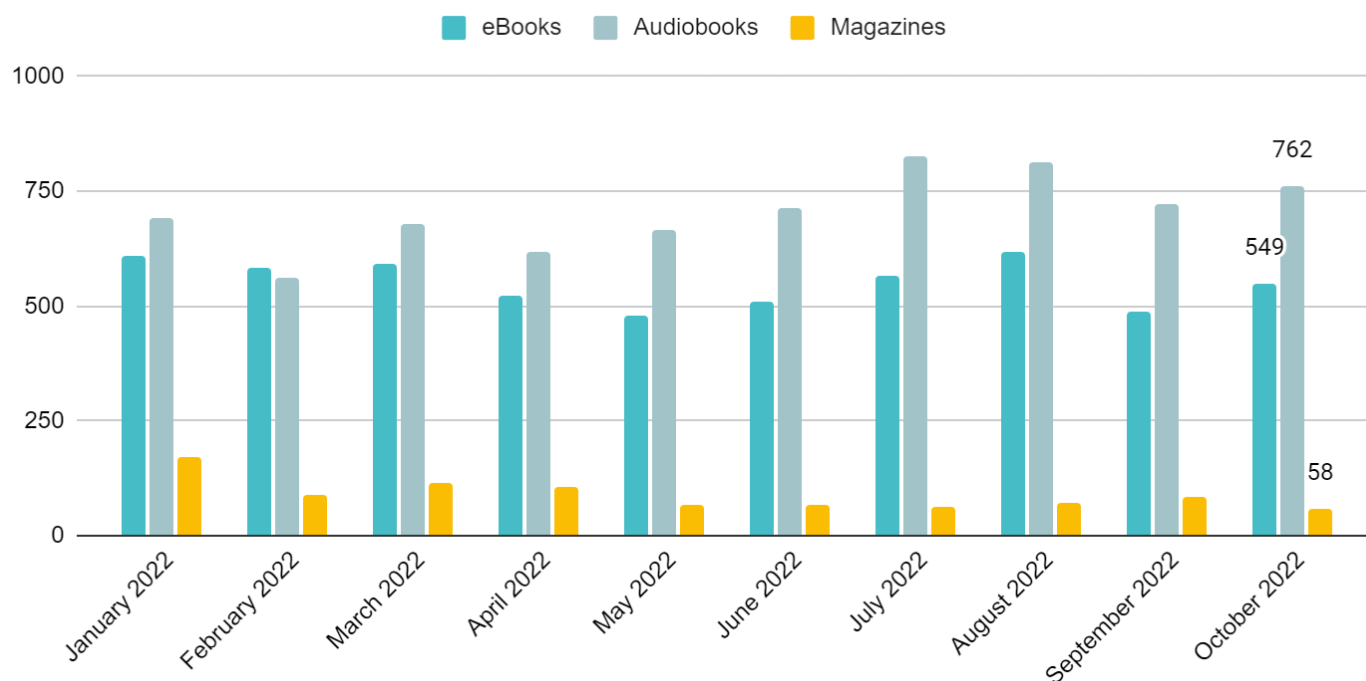
Hoopla Circulation by category:

Numbers generally held steady for October.



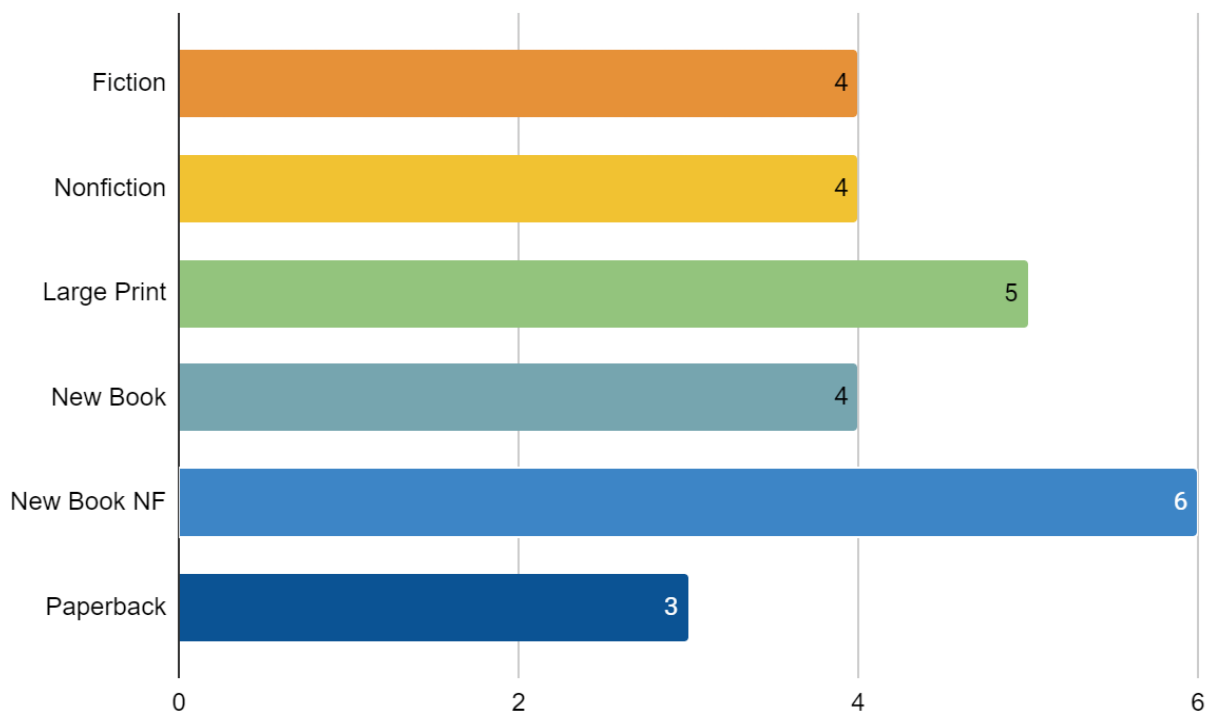
Overdrive Circulation for eBooks, Audiobooks, and Magazines over the last 10 months:

eBook and audiobook usage increased while magazine usage decreased.



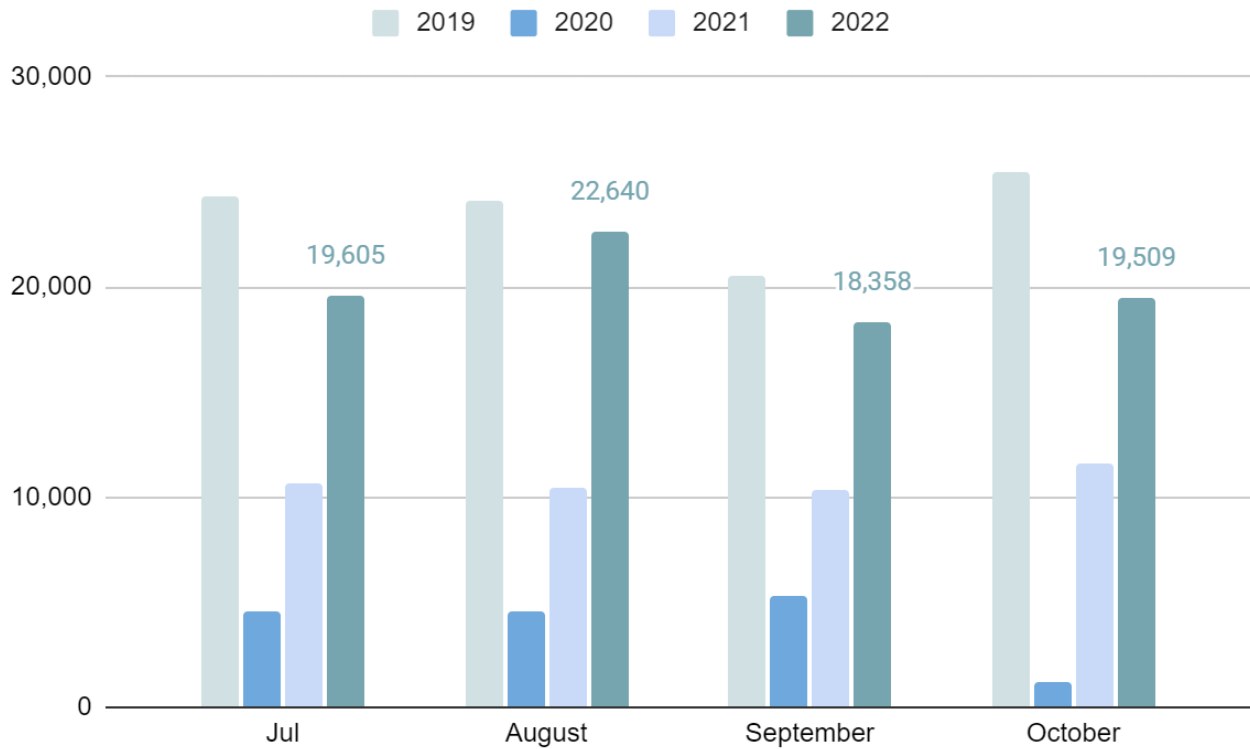
Average number of checkouts for books released in 2022:

This graph shows the average number of checkouts for books released in 2022 within each collection code. New Book and New Book NF are collection codes for books on display.



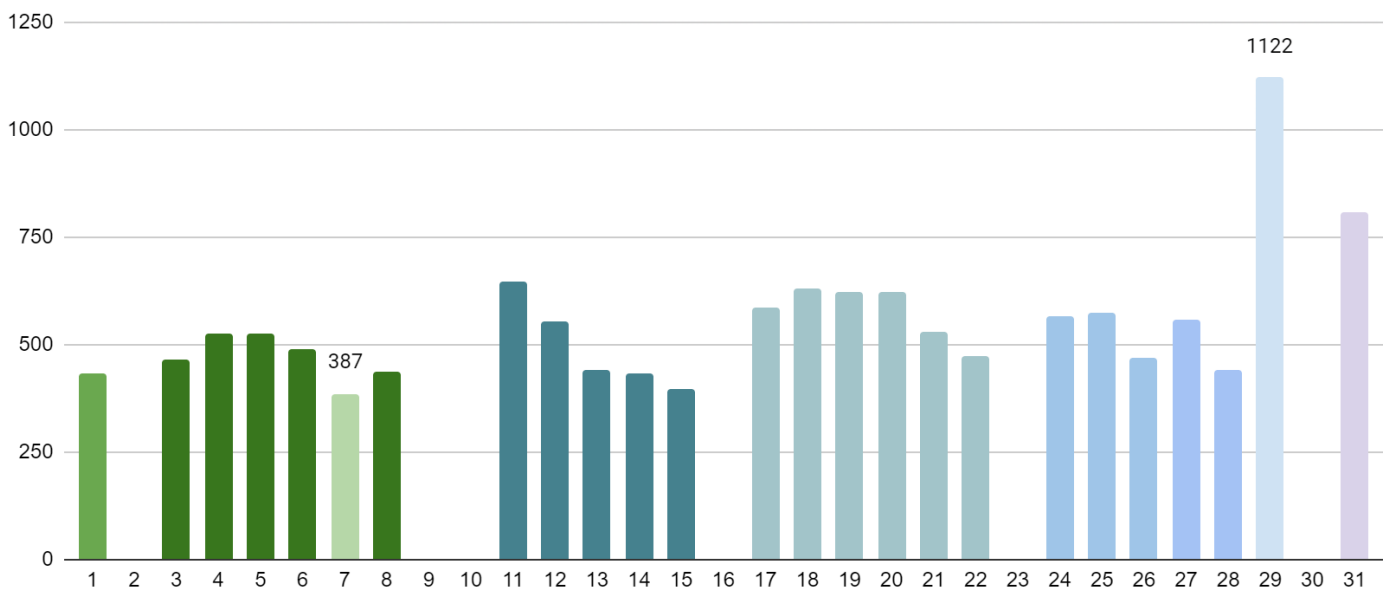
Total Door Count for the past 4 months:

Door count increased by 1,151 in October.



Daily Door Count Totals (by date):

The high for October was 1,122 which could be attributed to early voting on October 29th. The low was 387 on October 7th.



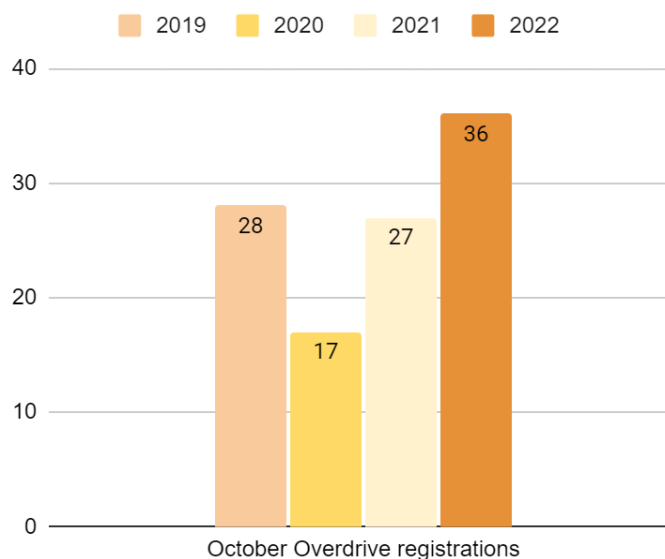
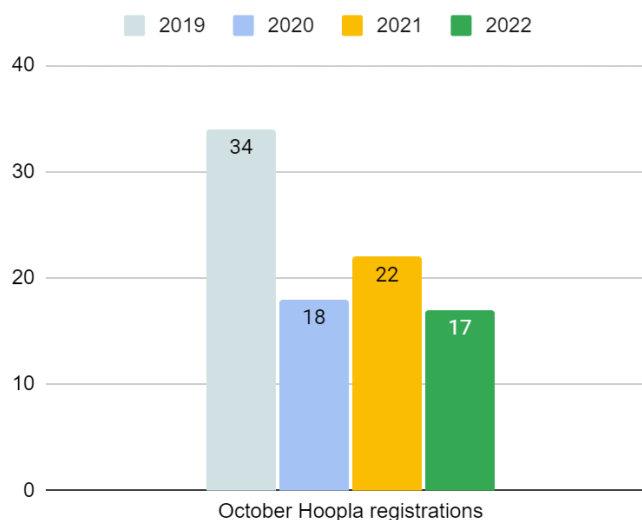
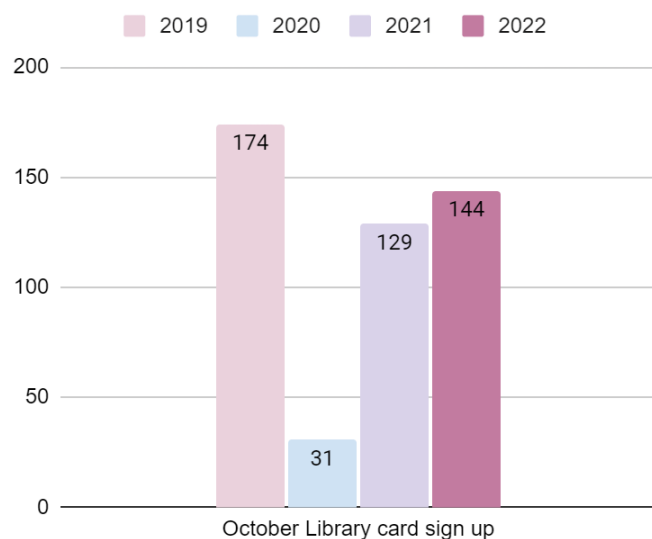
Holds:

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

BCPL	994
Vestal Public Library	144
Your Home Public Library	80
Fenton Free Library	37
George F. Johnson Memorial Library	37
Deposit Free Library	18

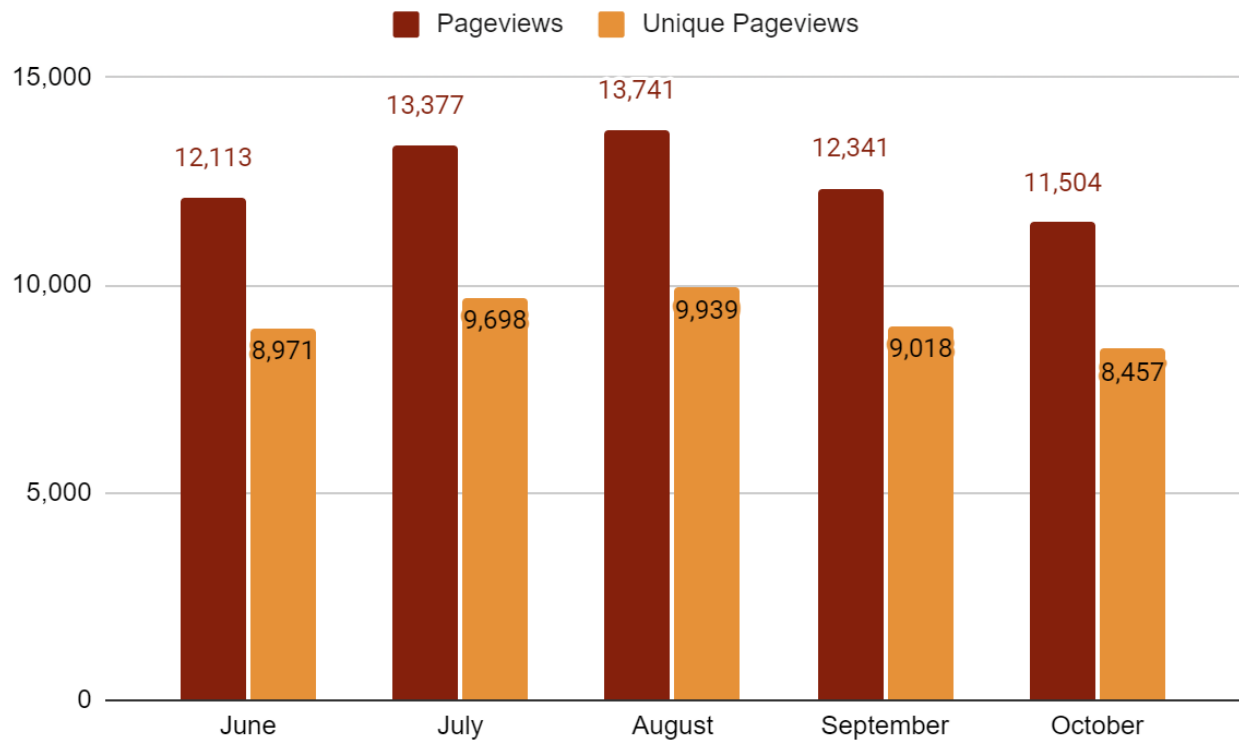
New Patron Registration for October (Library Cards, Hoopla, and Overdrive):

These graphs show new registration for October 2022 compared to 2019, 2020, and 2021 levels.

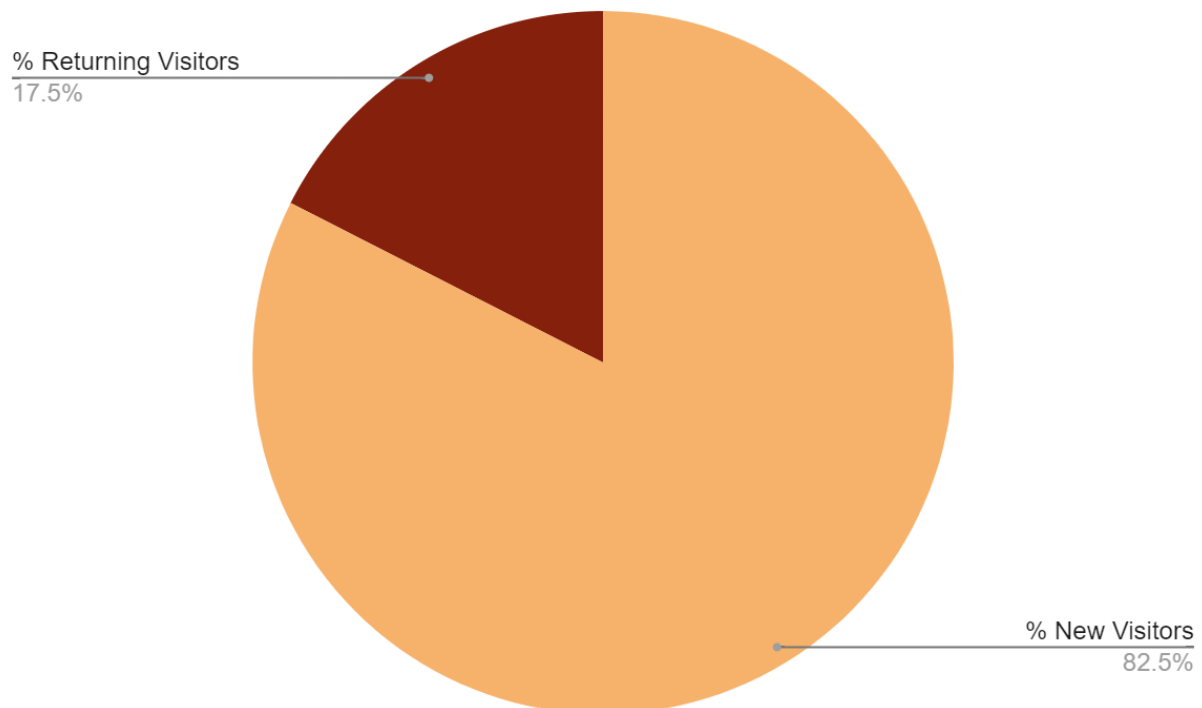


Website Analytics:

Website access has again dropped slightly.

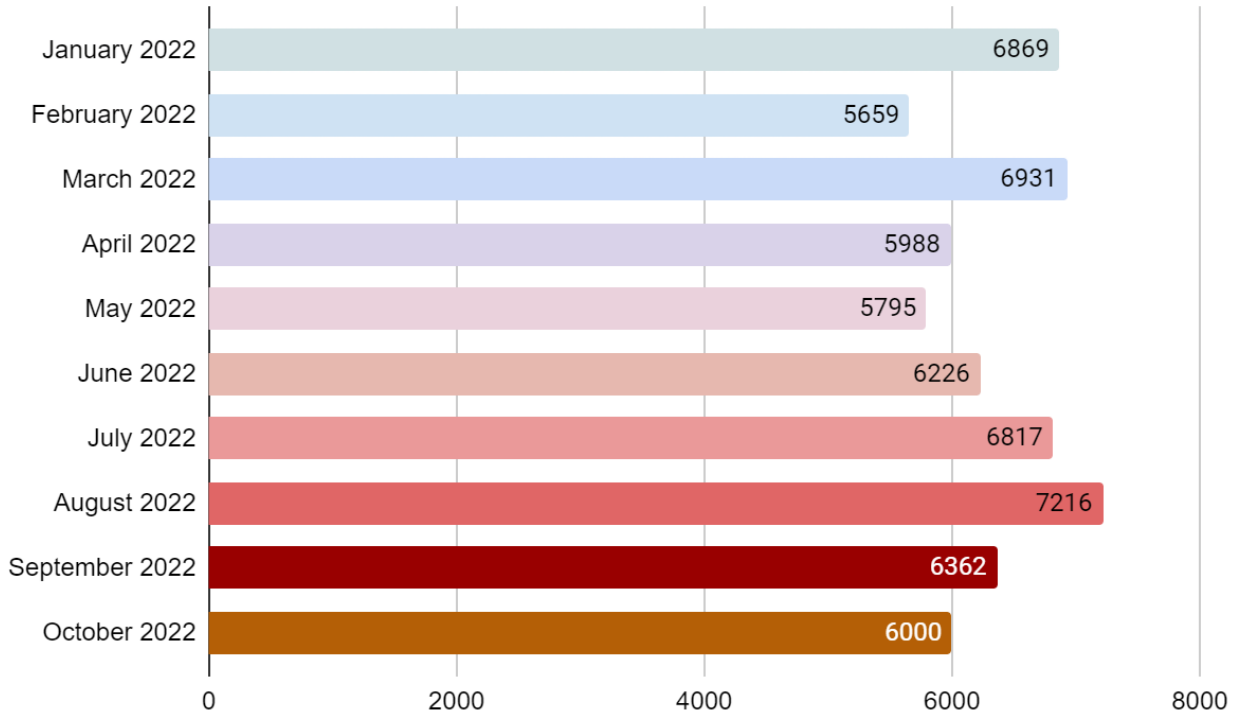


This graph shows the amount of returning visitors versus new visitors to the website. The percentage of returning visitors increased from 16.4% to 17.5%.



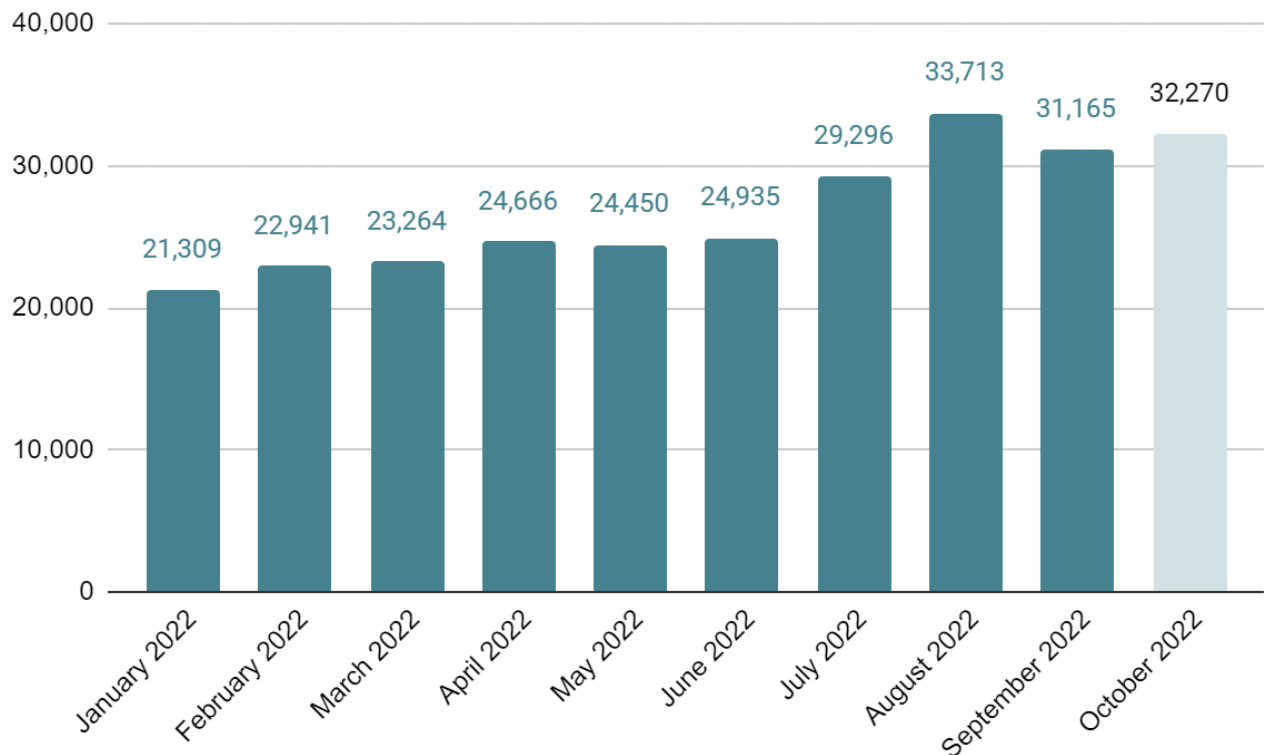
Number of Website Sessions:

This graph shows the number of sessions from January - October 2022. A session is the period of time a user is actively engaged with the Library's website.



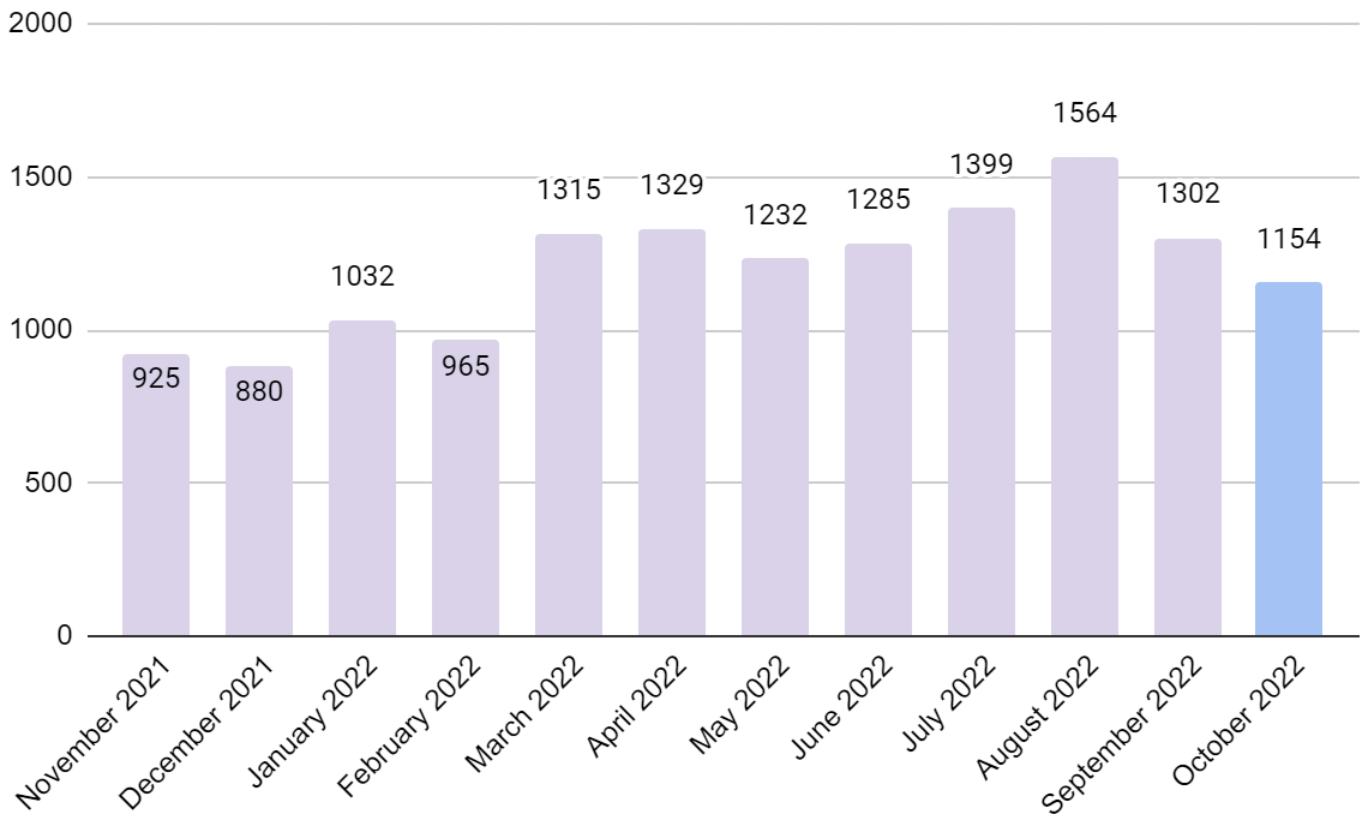
Number of Wireless Sessions:

The number of wireless sessions per month has risen by 1,105.



Public Computer Sessions over the past 12 months:

Public computer sessions dropped again in October.



October 2022 Youth Services Board Report

Notable things to report in Youth Services:

- Sienna Dransfield was permanently appointed to the Youth Services library clerk position.
- Kathleen continued to regularly provide coverage for the Youth Services Department. Youth Services staff greatly appreciate this assistance.
- The therapy dogs finally returned on October 8. Five sessions will be offered this fall. Families are ecstatic to have them back.
- The second Ukrainian-English bilingual story time was offered on October 15.
- Youth Services staff worked with Sarah Reid at the Four County Library System and other local organizations to plan an event for Read for the Record on October 27. 51 children and 69 adults attended the event.
- Custodians continued to move shelving in the Children's Room. There have been minimal disruptions.
- Participants of the Parents and Children Together (PACT) program attended a library story time on September 29.
- Youth Services staff attended a local school librarian meeting on October 20.

- Youth Services staff attended a Halloween outreach event being hosted by the Binghamton Black Bears on October 22. 106 people visited the library table.
- The Health Department tabled at a library story time on October 24 regarding lead poisoning.
- Youth Services staff provided a Halloween Story Time at the Discovery Center on October 30.
- Attendance for in person programs in October:
 - Average attendance of Lapsit Story Time-13
 - Average attendance of Preschool Story Time-5
 - October 1, 15, & 29-LEGO Club-Average attendance of 29
 - October 3-Storytime for Adults-11
 - October 8 & 22-Therapy Dogs -Average attendance of 66
 - October 15-Bilingual Ukrainian Story Time-17
 - October 20-Teen Craft & Chat: Halloween Magnets-6
 - October 22-Kids Create: Spooky Slime-41
 - 21 kits handed out as Grab-N-Go bags
 - October 27-Halloween Trivia for teens and adults-Program cancelled due to low registration
 - October 27-Read for the Record-120

Upcoming in Youth Services:

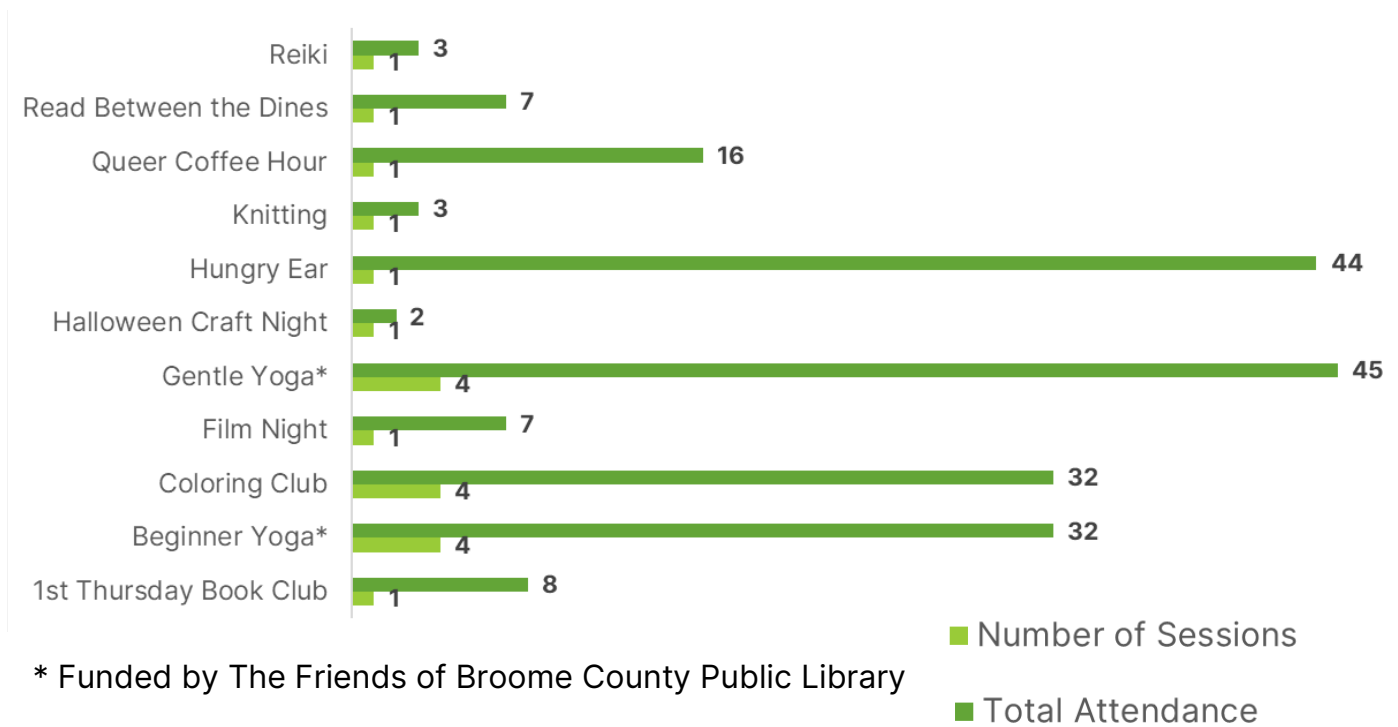
- Future Youth Services programs include:
 - Biweekly Lapsit Story Time
 - Biweekly Preschool Story Time
 - November 12 & 26-LEGO Club
 - November 5 & 19-Therapy Dogs
 - November 14-Storytime for Adults
 - November 17-Teen Craft & Chat: DIY Wood Photo Block
 - November 19-Bilingual Ukrainian Story Time
 - December 1, 2, & 8-Bilingual Spanish Story Time
 - December 15-Teen Craft & Chat-Fleece Pillows
 - December 17-Bilingual Ukrainian Story Time
 - Special programming for winter break week:
 - Grab-N-Go bags for children and teens
 - December 27-Crafty Kids
 - December 28-Kids Create STEAM Event
 - December 29-Teen Game Day
 - December 30-LEGO Club
- Youth Services staff will attend the Head Start Policy Council meeting on November 30 to present about the library's programs and services.
- Youth Services staff will table at future Roberson Museum events.
- BU students will provide a Spanish English Bilingual Story Time for their final project in December. Organized by the Department of Romance Languages and Literatures at Binghamton University
- Beginning in 2023, Kelsey and Gill will work together on a monthly joint teen and adult program.
- Michelle is planning an art program for homeschoolers this fall.
- Kelsey will attend the NYLA conference from November 2-5.

Respectfully submitted by
Kelsey Matoushek
Librarian II

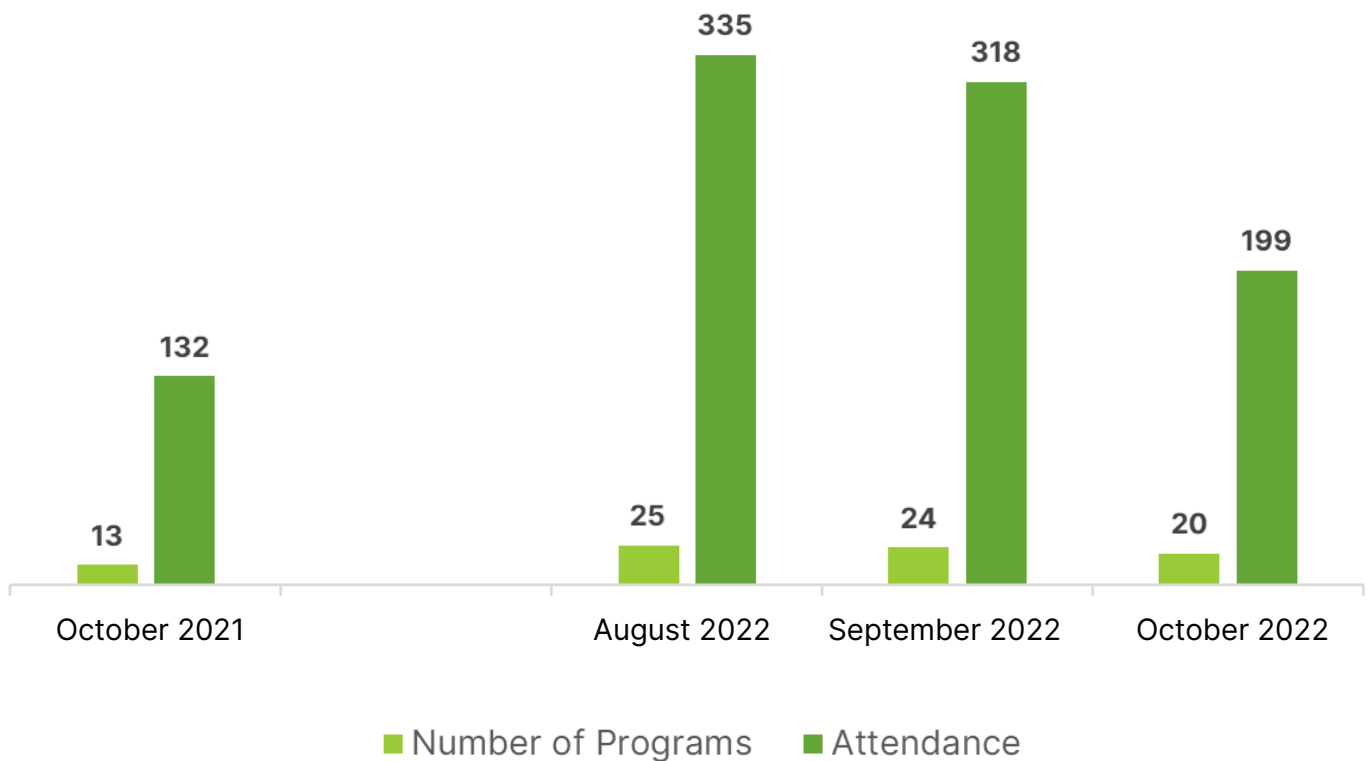
Information Services Report Submitted by Sherry Kowalski

October Programs/Events :

Programs/Events Held in October

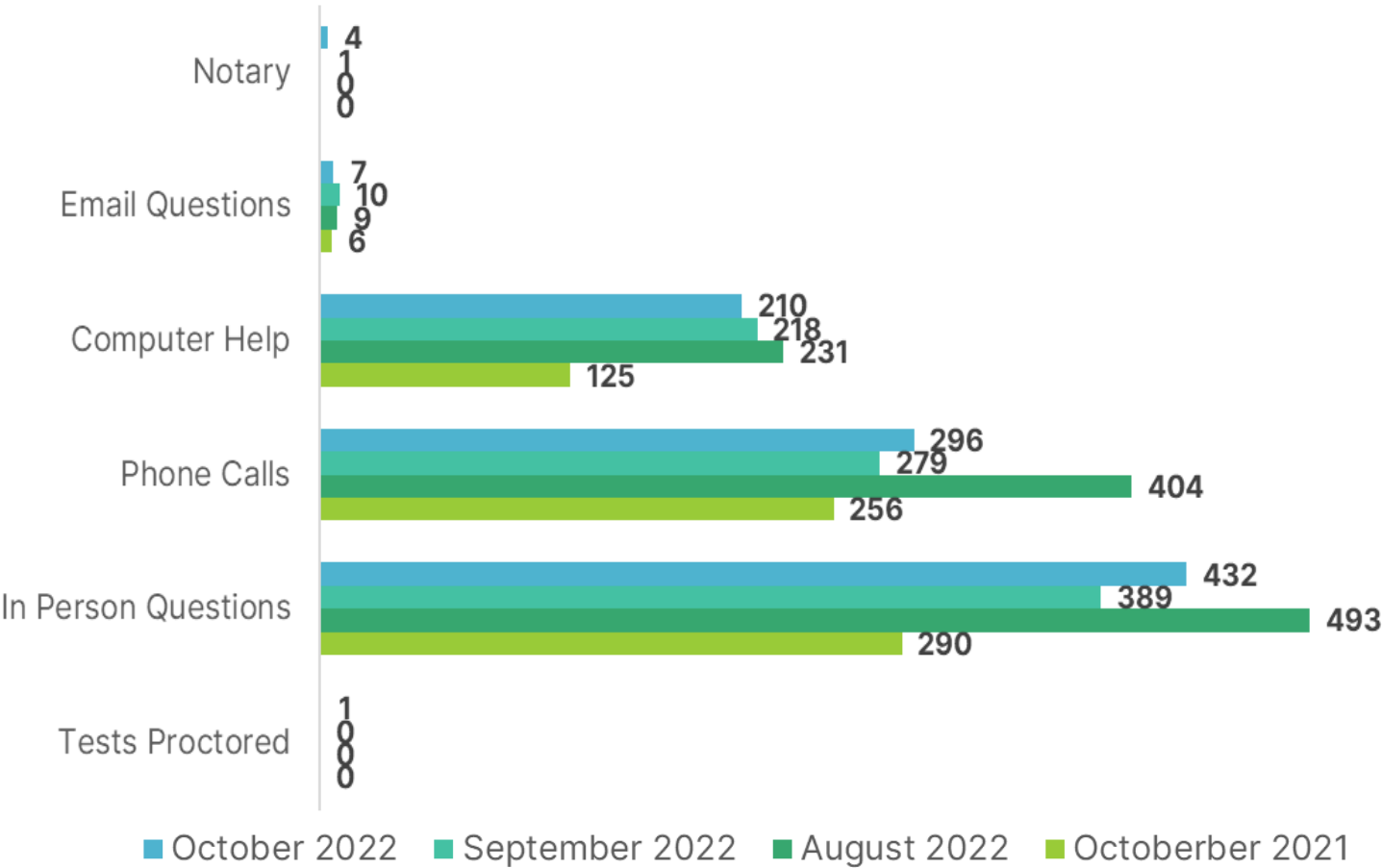


Program Statistics: Last Three Months and October 2021

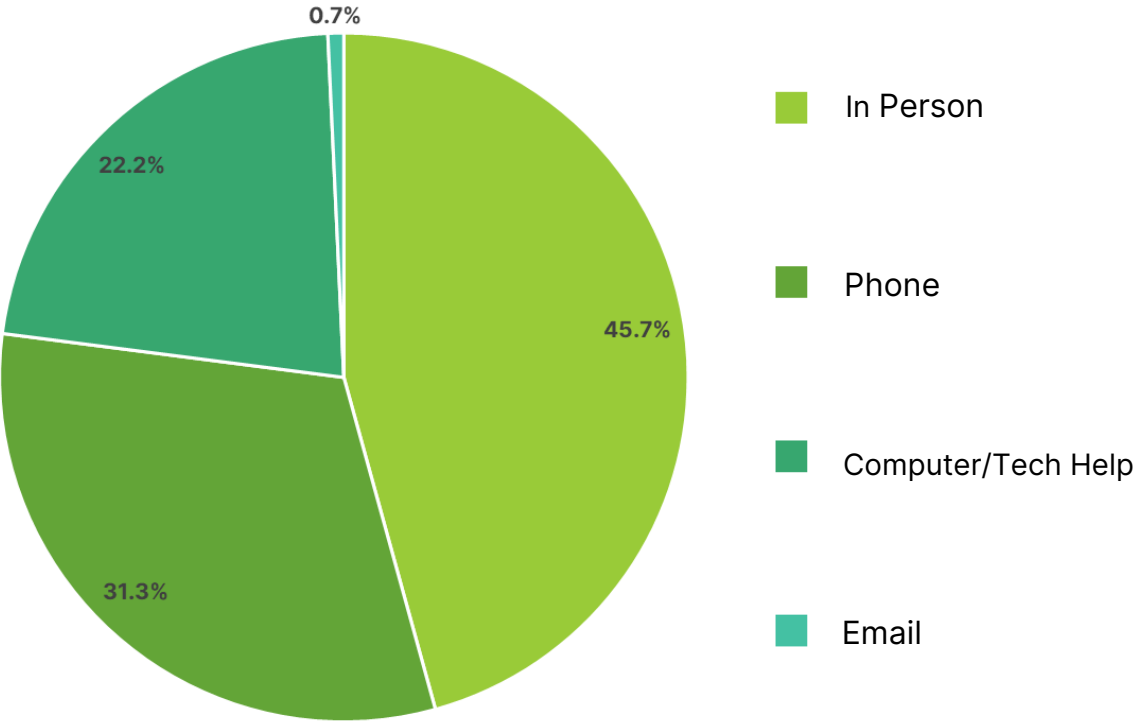


Information Services Report Continued:

Reference/Information Services Activity for the Last Three Months and October 2021



Percentage of Questions by Type



Facebook Analytics

Submitted by Sherry Kowalski

The Library's Facebook followers increased by 26. The post with the highest reach and most interactions was a post for the peer support program.

**Broome County Public Library** · October 13 at 11:26 AM · 🌐...

Did you know that BCPL has a Peer Support center where you can receive help with immediate needs such as housing, food, and clothing?

Our Peer Support Specialists can help with:

- Food and clothing
- Transportation
- Housing resources
- Assistance in completing DSS paperwork
- Employment services & opportunities
- Education and connection to addiction services
- Education and connection to mental health services
- Scheduling appointments
- Linkage to providers, doctors, or clinics

Peer Support Services is located in the rotunda of the library. When you first enter the front doors, take a left to find the Community Room.

The hours are currently:

Monday 10-2
Tuesday-Friday 10-3

Hours will change to be open earlier from November 1-April.

Questions? Call 607-778-1124 or email peerpartnershipbcpl@gmail.com.



PEER SUPPORT SERVICES

Are you struggling?

Do you need help meeting immediate needs such as housing, food and clothing?

Peer Support Specialists at the Broome County Public Library are here to help!

Peer Support Specialists can help with immediate needs such as:

- Food and clothing
- Transportation
- Housing resources
- Assistance in completing DSS paperwork
- Employment services & opportunities
- Education and connection to addiction services
- Education and connection to mental health services
- Scheduling appointments
- Linkage to providers, doctors, or clinics

Peer Support Services is located in the rotunda of the Library. When you first enter the front doors, take a left to find the Community Room.

Hours:

Monday: 10-2 Tuesday-Friday: 10-3

1,541
People reached

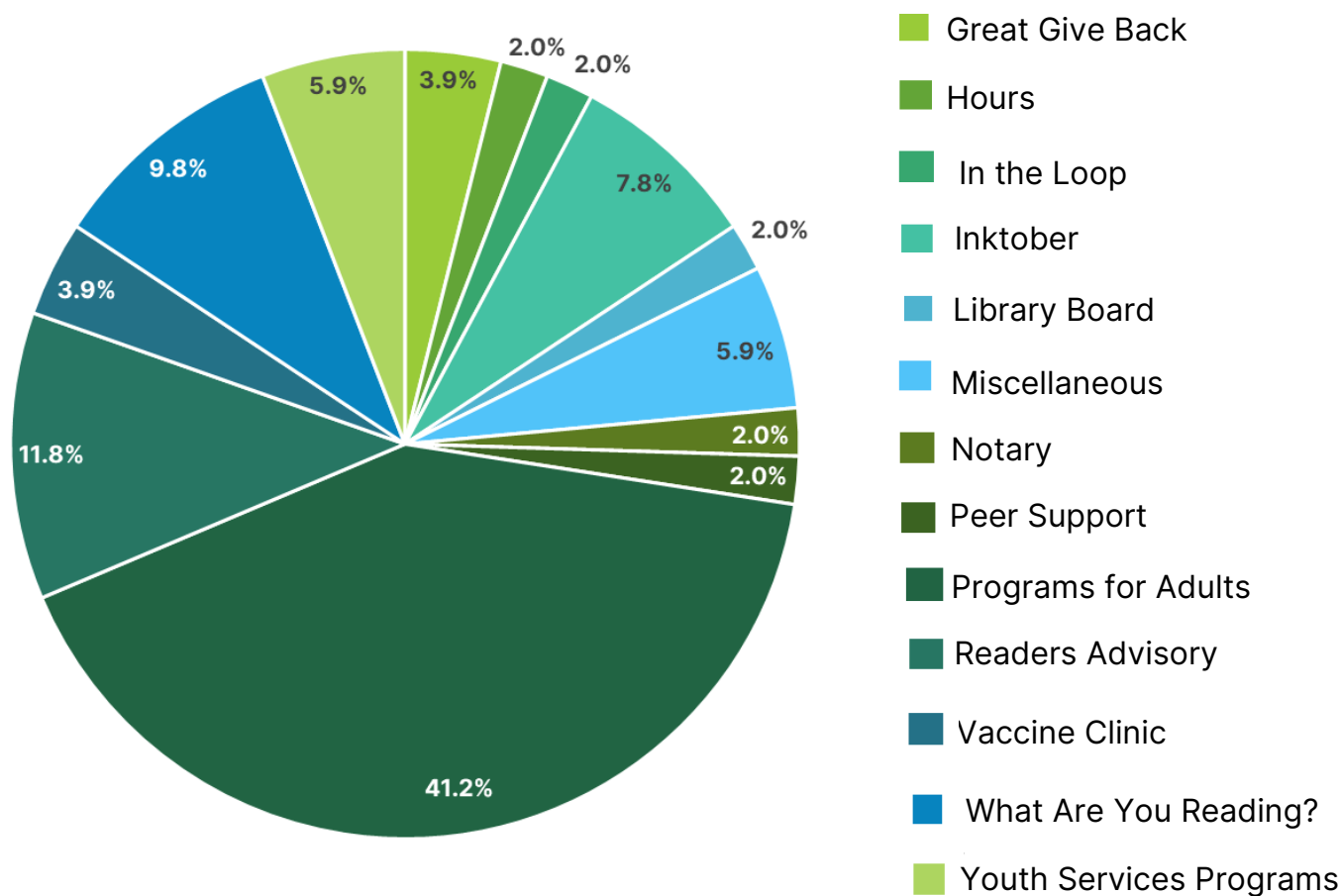
185
Engagements

—
Distribution score

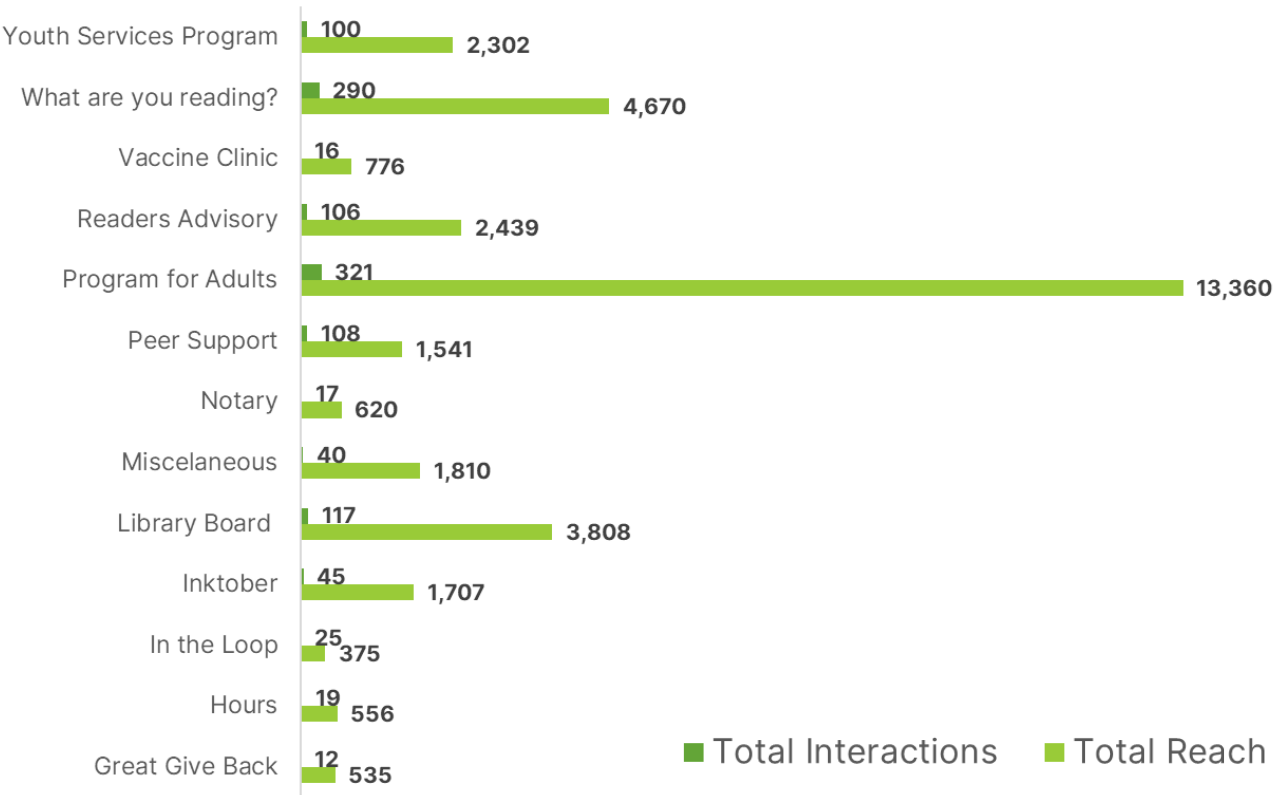
Boost post

Facebook Analytics Continued:

Percentage of Posts by Category

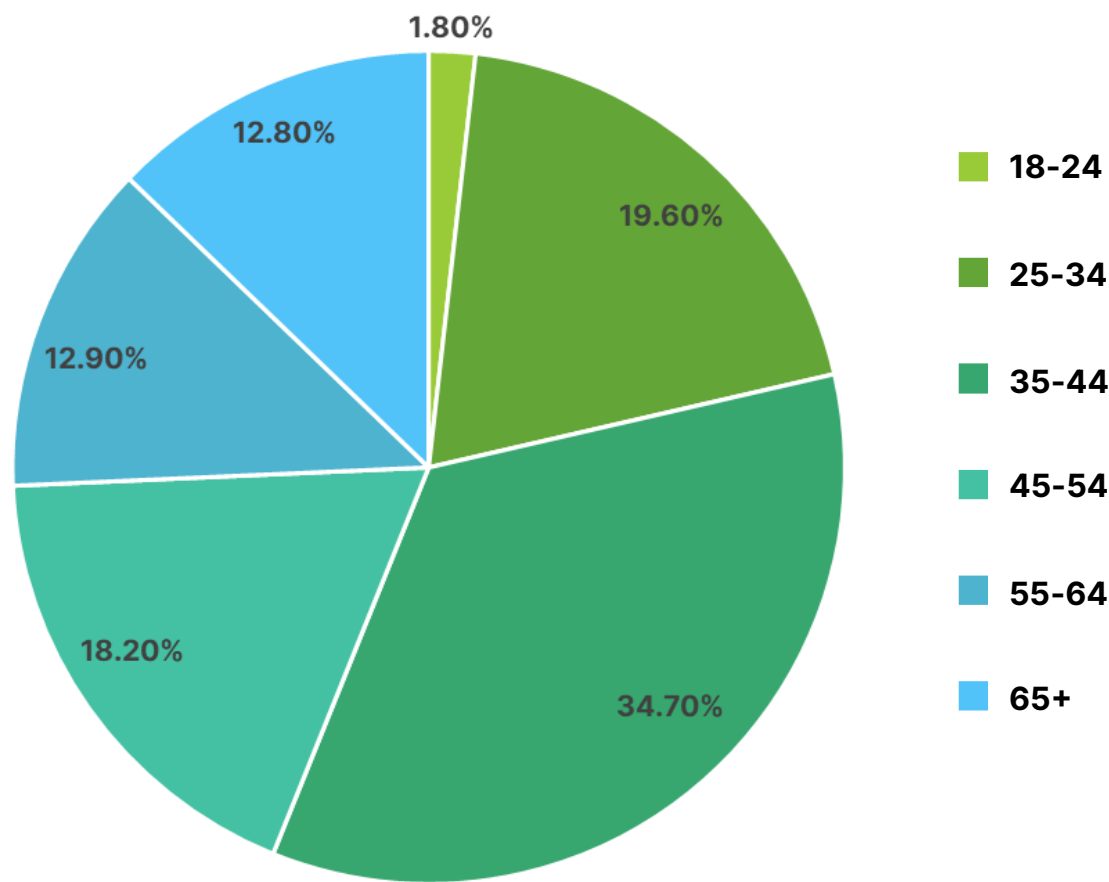


October Total Post Reach and Total Interactions by Category

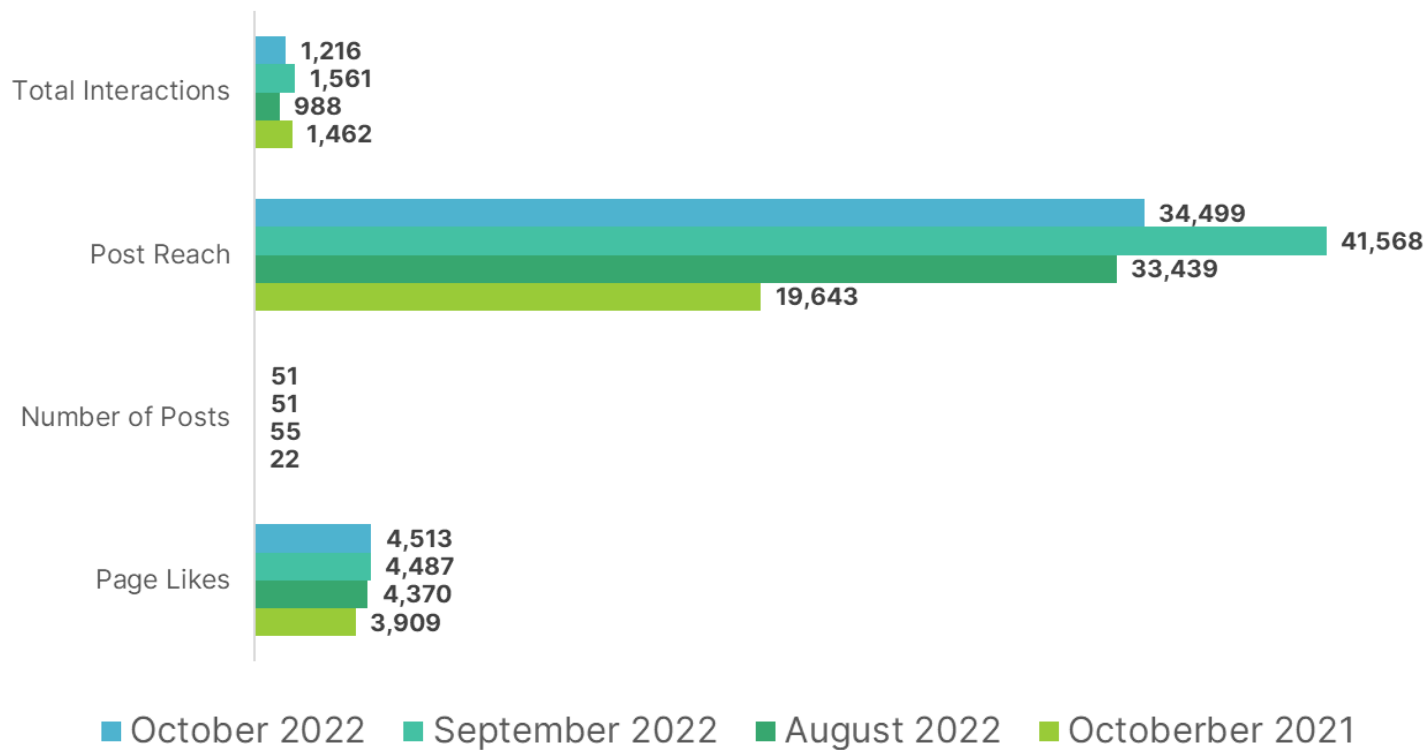


Facebook Analytics Continued:

Facebook Page Likes by Age as of November 3, 2022

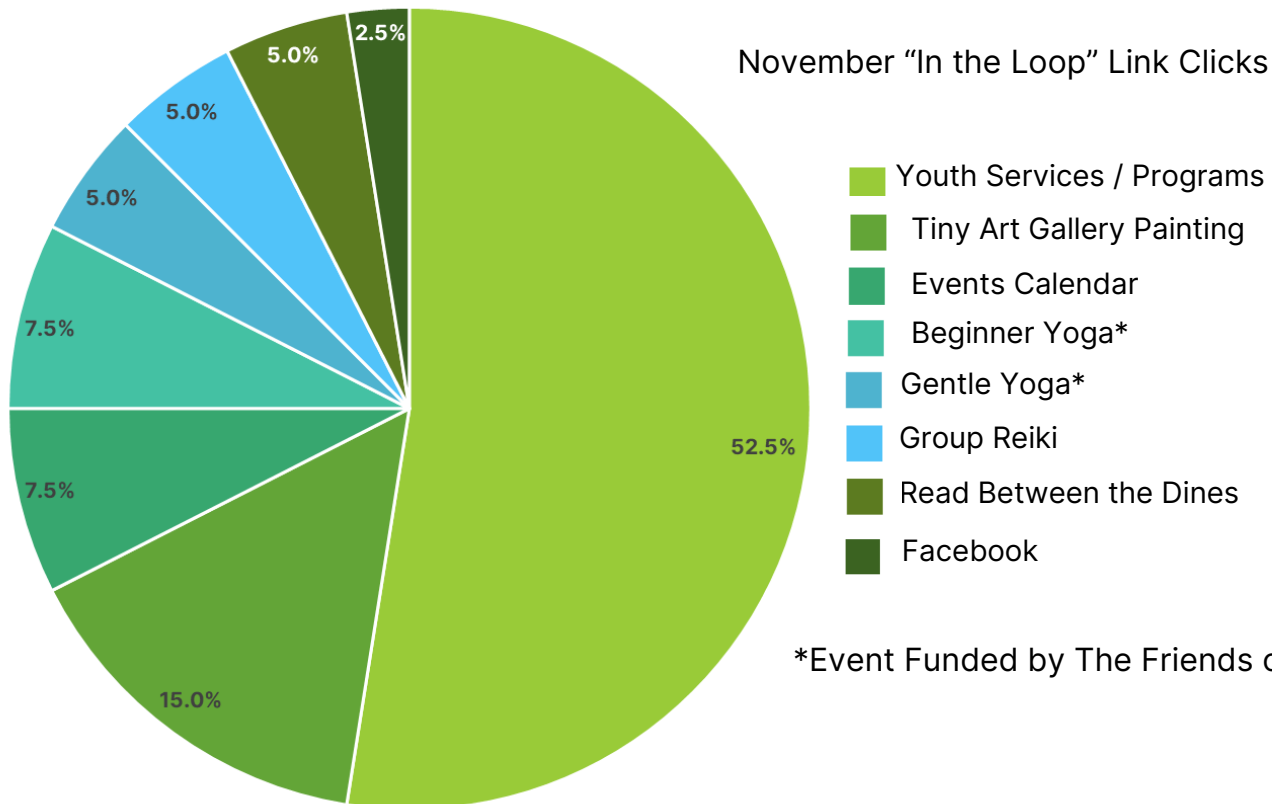


Facebook Analysis for the Last Three Months and October 2021



Mailchimp Analytics November Issue of "In the Loop"

The November issue of "In the Loop" was sent out on October 30, 2022. The newsletter was sent to 1712 people, an increase of 70. The open rate for the November issue was 31.1%. An additional 203 people opened the newsletter from the link that was posted to our social media pages.



"In the Loop" Data Analysis for the Last Three Months and October 2021

