

Account	Budget-orig	Budget-adjust	Encumbered	Oct	YTD	Remaining			
Salary and Benefits									
6001000 SALARIES FULL-TIME	827,243	827,243		59,597	599,980	73%	227,263	27%	
6001001 SALARIES PART-TIME	144,290	144,290		7,768	102,651	71%	41,639	29%	
6001002 SALARIES TEMPORARY	1,201	1,201		3,078	24,952	2078%	-23,751	-1978%	
6001003 SALARIES OVERTIME	-	-		1,262	6,400		-6,400		
Total Salary	972,734	972,734		71,704	733,983	75%	238,751	25%	
6008001 STATE RETIREMENT	135,041	132,041		9,455	93,647	71%	38,394	29%	
6008002 SOCIAL SECURITY	72,869	71,869		5,281	54,801	76%	17,068	24%	
6008004 WORKERS COMPENSATION	5,808	5,808		0	4,356	75%	1,452	25%	
6008006 LIFE INSURANCE	255	255		7	63	25%	192	75%	
6008007 HEALTH INSURANCE	152,367	122,367		9,179	92,662	76%	29,705	24%	
6008009 RETIREE HEALTH INSURANCE	352,348	345,348		56,398	288,330	83%	57,018	17%	
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	-		-	-		-		
6008014 NYS Voluntary Defined Contribution	6,505	6,505		525	5,385	83%	1,120	17%	
Total Benefits	728,693	684,193		80,847	539,246	79%	144,947	21%	
Salary and Benefits	1,701,427	1,656,927		152,551	1,273,229	77%	383,698	23%	
Contractual Expenditures									
6004012 OFFICE SUPPLIES	2,400	2,900	300	10%	294	2,434	84%	166	6%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	1,000	816	82%	-	184	18%	-	0%
6004022 FUEL AND HEATING SUPPLIES	26,000	26,000	-	0%	732	10,178	39%	15822	61%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	7,700	2,629	34%	444	4,854	63%	217	3%
6004030 FOOD AND BEVERAGES	100	100	-	0%	-	-	0%	100	100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	4,285	-	0%	-	3,875	90%	410	10%
6004055 COMPUTER SOFTWARE AND SUPPLIES	69,994	65,357	-	0%	-	65,357	100%	0	0%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	5,000	2,500	-	0%	-	2,343		157	
6004070 BOOKS ADULT SERVICES	66,500	91,654	1,717	2%	8,003	79,437	87%	10500	11%
6004071 JUVENILE BOOKS	52,000	59,679	1,105	2%	9,355	47,374	79%	11200	19%
6004073 SUBSCRIPTIONS	2,000	2,000	-	0%	-	1,943	97%	57	3%
6004074 AUDIOVISUAL MATERIALS	40,000	26,224	3,000	11%	186	22,224	85%	1000	4%
6004075 ELECTRONIC ACCESS MATERIALS	32,980	32,980	-	0%	2,562	26,111	79%	6869	21%
6004100 POSTAGE AND FREIGHT	700	1,600	-18	-1%	228	1,137	71%	481	30%
6004105 DUES AND MEMBERSHIPS	2,050	1,450	-	0%	-	912	63%	538	37%

6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	4,560	1,817	40%	85	1,500	33%	1243	27%
6004113 WATER AND SEWAGE CHARGES	3,200	3,200	-	0%	-	1,945	61%	1255	39%
6004115 ELECTRIC CURRENT	65,000	55,000	-	0%	4,363	45,755	83%	9245	17%
6004117 BUILDING AND GROUNDS EXPENSES	41,014	37,014	-	0%	3,590	33,372	90%	3642	10%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,500	31,548	11,710	37%	-	19,838	63%	0	0%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	1,393	-	0%	127	1,393	100%	0	0%
6004138 OTHER OPERATIONAL EXPENSES	16,000	34,409	5,533	16%	2,528	24,329	71%	4546	13%
6004147 OTHER PROGRAM EXPENSES	15,000	15,450	-	0%	-	450	3%	15000	97%
6004160 MILEAGE AND PARKING-LOCAL	1,000	1,000	-	0%	537	890	89%	110	11%
6004161 TRAVEL HOTEL AND MEALS	1,850	3,650	-	0%	2,808	3,642	100%	8	0%
6004162 EDUCATION AND TRAINING	2,000	2,000	-	0%	700	1,805	90%	195	10%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	0	-	-	-	-	-	0	-
6004193 HARDWARE MAINTENANCE	8,500	5,340	-	0%	-	5,340	100%	0	0%
6004196 COPYING MACHINE RENTALS	4,800	5,800	-	0%	457	3,938	68%	1862	32%
6004504 OTHER FINANCIAL SERVICES	20	20	-	0%	8	19	95%	1	5%
6004573 OTHER FEES FOR SERVICES	6,400	5,900	-	0%	1,334	4,549	77%	1351	23%
Total	487,328	531,712	28,609	5%	38,340	417,128	78%	85,975	16%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	21,274	21,274			5,319	15,956	75%	5,319	25%
6004604 DPW SECURITY CHARGEBACKS	103,178	103,178			77,384	77,384	75%	25,795	25%
6004606 TELEPHONE BILLING ACCOUNT	5,733	5,733			-	2,867	50%	2,866	50%
6004609 DATA PROCESSING CHARGEBACKS	54,609	54,609			-	22,480	41%	32,129	59%
6004617 DUPLICATING/PRINTING CHARGEBACK	-	116			-	116	100%	0	0%
6004618 OFFICE SUPPLIES CHARGEBACK	7	7			-	3	39%	4	61%
6004619 BUILDING SERVICE CHARGEBACK	5,000	5,000			1,250	3,750	75%	1,250	25%
Total Chargebacks	189,801	189,917			83,952	122,554	65%	67,362	35%

Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,582	6,582			-	6,582	100%	-	0%
6006001 BANS Principal	47,578	47,578			-	47,578	100%	-	0%
6007000 INTEREST ON SERIAL BONDS	1,028	1,028			416	1,027	100%	1	0%
6007001 BANS Interest	4,830	4,830			-	4,829	100%	1	0%

Grand Total (operating):	2,438,574	2,438,574	28,609	1%	275,259	1,872,927	77%	537,037	22%
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Fund Balance
Trust Account Balance

777,346
9,803

Projects & Grants

6004117	STATE CONSTRUCTION AID - 2021	39,372	39,372	-	0%	-	39,372	100%	-	0%
6004117	STATE CONSTRUCTION AID - 2022	378,023	378,023	-	0%	-	-	0%	378,023	100%
6004117	STATE CONSTRUCTION AID - 2023	157,447	157,447	-	0%	-	-	0%	157,447	100%
Friends	KRESGE GRANT	31,700	31,700	-	0%	4,098	25,123	79%	6,577	21%
Friends	COMMUNITY FOUNDATION	5,000	5,000	-	0%	0	1,800	36%	2,211	44%
Friends	COMMUNITY FOUNDATION #2	2,000	2,000	-	0%	-	-	0%	2,000	100%
Friends	COMMUNITY FOUNDATION - Farm2Li	4,275	4,275	-	0%	0	2,874	67%	773	18%
Friends	KLEE GRANT	80,000	80,000	-	0%	-	61,636	77%	14,431	18%
Total Projects & Grants		697,817.00	697,817.00	0.00	0%	4,098	130,805	19%	561,462	80%

Account	Budgeted	September	YTD		Remaining	
Revenue						
5000100 LIBRARY COPY FEES	8,000	1,477	9,377	117%	-1,377	-17%
5000177 RENTALS & FEES	7,500	600	6,000	80%	1,500	20%
5000189 OTHER LOCAL GOVERNMENTS	803,963	200,991	602,972	75%	200,991	25%
5000312 RENTAL CHARGEBACKS	47,000	0	47,000	100%	0	0%
5000426 MISCELLANEOUS	11,250	866	6,076	54%	5,174	46%
5000431 MISCELLANEOUS	15,000	0	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	500	3,283	32,059	6412%	-31,559	-6312%
5000470 VENDING MACHINE	900	0	-	0%	900	100%
5000471 COMMISSIONS	600	0	872	145%	-272	-45%
5000530 REFUNDS OF PRIOR YEARS EXPENDIT	-	0	1,778		-1,778	
5000531 GIFTS AND DONATIONS	1,000	0	-	0%	1,000	100%
5000545 CREDIT CARD REBATES	100	0	-	0%	100	100%
5000562 TRANSFER FROM GENERAL FUND	1,443,640	0	1,443,640	100%	0	0%
5000569 TRANSFER - DEBT SERVICE FUND	-	0	149		-149	
5000808 OTHER STATE AID	98,690	23,664	86,650	88%	12,040	12%
5000952 ARRA DEBT REIMBURSEMENT	431	153	370	86%	61	14%
Total Revenue (operating):	2,438,574	231,033	2,236,942	92%	201,632	8%

Projects & Grants						
5000808 STATE CONSTRUCTION AID - 2021	39,372		39,372	100%	-	0%
5000808 STATE CONSTRUCTION AID - 2022	378,023		340,221	90%	37,802	10%
5000808 STATE CONSTRUCTION AID - 2023	157,447	141,702	141,702	90%	15,075	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%
COMMUNITY FOUNDATION - Farm2Li	4,275		4,275	100%	-	0%
KLEE GRANT (Friends)	80,000		80,000	100%	-	0%
Projects & Grants Revenue	697,817		641,770	92%	55,377	8%

Account	Budget-orig	Budget-adjust	Encumbered	Nov	YTD	Remaining			
Salary and Benefits									
6001000 SALARIES FULL-TIME	827,243	827,243		65,495	665,476	80%	161,767	20%	
6001001 SALARIES PART-TIME	144,290	144,290		7,806	110,456	77%	33,834	23%	
6001002 SALARIES TEMPORARY	1,201	1,201		3,400	28,353	2361%	-27,152	-2261%	
6001003 SALARIES OVERTIME	-	-		2,454	8,854		-8,854		
Total Salary	972,734	972,734		79,155	813,138	84%	159,596	16%	
6008001 STATE RETIREMENT	135,041	132,041		10,889	104,536	79%	27,505	21%	
6008002 SOCIAL SECURITY	72,869	71,869		5,851	60,653	84%	11,216	16%	
6008004 WORKERS COMPENSATION	5,808	5,808		0	4,356	75%	1,452	25%	
6008006 LIFE INSURANCE	255	255		7	71	28%	184	72%	
6008007 HEALTH INSURANCE	152,367	122,367		9,179	101,842	83%	20,525	17%	
6008009 RETIREE HEALTH INSURANCE	352,348	345,348		-	288,330	83%	57,018	17%	
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	-		-	-		-		
6008014 NYS Voluntary Defined Contribution	6,505	6,505		525	5,911	91%	594	9%	
Total Benefits	728,693	684,193		26,452	565,698	83%	118,495	17%	
Salary and Benefits	1,701,427	1,656,927		105,607	1,378,836	83%	278,091	17%	
Contractual Expenditures									
6004010 BOOKS AND SUBSCRIPTIONS	-	-	-	408	408		-408		
6004012 OFFICE SUPPLIES	2,400	2,900	227	8%	73	2,507	86%	166	6%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	1,000	816	82%	-	184	18%	-	0%
6004022 FUEL AND HEATING SUPPLIES	26,000	26,000	-	0%	652	10,830	42%	15170	58%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	7,700	1,181	15%	1,108	5,962	77%	557	7%
6004030 FOOD AND BEVERAGES	100	100	-	0%	-	-	0%	100	100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	4,285	-	0%	-	3,875	90%	410	10%
6004055 COMPUTER SOFTWARE AND SUPPLIES	69,994	65,357	-	0%	-	65,357	100%	0	0%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	5,000	2,500	-	0%	-	2,343		157	
6004070 BOOKS ADULT SERVICES	66,500	91,654	1,582	2%	9,243	88,680	97%	1391	2%
6004071 JUVENILE BOOKS	52,000	59,679	4,420	7%	4,677	52,050	87%	3209	5%
6004073 SUBSCRIPTIONS	2,000	2,000	-	0%	-	1,943	97%	57	3%
6004074 AUDIOVISUAL MATERIALS	40,000	26,224	253	1%	3,747	25,970	99%	0	0%
6004075 ELECTRONIC ACCESS MATERIALS	32,980	32,980	-	0%	2,646	28,757	87%	4223	13%
6004100 POSTAGE AND FREIGHT	700	1,600	-18	-1%	409	1,546	97%	72	5%

6004105 DUES AND MEMBERSHIPS	2,050	1,450	-	0%	-	912	63%	538	37%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	4,560	1,082	24%	382	1,882	41%	1596	35%
6004113 WATER AND SEWAGE CHARGES	3,200	3,200	-	0%	-	1,945	61%	1255	39%
6004115 ELECTRIC CURRENT	65,000	55,000	-	0%	4,561	50,316	91%	4684	9%
6004117 BUILDING AND GROUNDS EXPENSES	41,014	37,014	-	0%	229	33,601	91%	3413	9%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,500	31,548	11,710	37%	-	19,838	63%	0	0%
6004137 ADVERTISING AND PROMOTION EXPE	6,000	1,393	-	0%	-	1,393	100%	0	0%
6004138 OTHER OPERATIONAL EXPENSES	16,000	34,409	3,537	10%	1,575	25,904	75%	4968	14%
6004147 OTHER PROGRAM EXPENSES	15,000	15,450	-	0%	-	450	3%	15000	97%
6004160 MILEAGE AND PARKING-LOCAL	1,000	1,000	-	0%	108	998	100%	2	0%
6004161 TRAVEL HOTEL AND MEALS	1,850	3,650	-	0%	-	3,642	100%	8	0%
6004162 EDUCATION AND TRAINING	2,000	2,000	-	0%	-	1,805	90%	195	10%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	0	-	-	-	-	-	0	-
6004193 HARDWARE MAINTENANCE	8,500	5,340	-	0%	-	5,340	100%	0	0%
6004196 COPYING MACHINE RENTALS	4,800	5,800	-	0%	712	4,649	80%	1151	20%
6004504 OTHER FINANCIAL SERVICES	20	20	-	0%	-	19	95%	1	5%
6004573 OTHER FEES FOR SERVICES	6,400	5,900	-	0%	221	4,770	81%	1130	19%
Total	487,328	531,712	24,790	5%	30,751	447,879	84%	59,044	11%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	21,274	21,274			-	15,956	75%	5,319	25%
6004604 DPW SECURITY CHARGEBACKS	103,178	103,178			-	77,384	75%	25,795	25%
6004606 TELEPHONE BILLING ACCOUNT	5,733	5,733			2,866	5,733	100%	0	0%
6004609 DATA PROCESSING CHARGEBACKS	54,609	54,609			31,043	53,523	98%	1,086	2%
6004617 DUPLICATING/PRINTING CHARGEBACK	-	116			-	116		0	
6004618 OFFICE SUPPLIES CHARGEBACK	7	7			-	3	39%	4	61%
6004619 BUILDING SERVICE CHARGEBACK	5,000	5,000			-	3,750	75%	1,250	25%
Total Chargebacks	189,801	189,917			33,909	156,463	82%	33,453	18%

Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,582	6,582			-	6,582	100%	-	0%
6006001 BANS Principal	47,578	47,578			-	47,578	100%	-	0%
6007000 INTEREST ON SERIAL BONDS	1,028	1,028			-	1,027	100%	1	0%
6007001 BANS Interest	4,830	4,830			-	4,829	100%	1	0%

Grand Total (operating):	2,438,574	2,438,574	24,790	1%	170,267	2,043,195	84%	370,589	15%
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Fund Balance **773,346**
Trust Account Balance **9,803**

Projects & Grants										
6004117	STATE CONSTRUCTION AID - 2021	39,372	39,372	-	0%	-	39,372	100%	-	0%
6004117	STATE CONSTRUCTION AID - 2022	378,023	378,023	-	0%	-	-	0%	378,023	100%
6004117	STATE CONSTRUCTION AID - 2023	157,447	157,447	-	0%	-	-	0%	157,447	100%
Friends	HOYT GRANT - Reading Garden		50,000	-	0%	-	-	0%	50,000	100%
Friends	KRESGE GRANT	31,700	31,700	-	0%	-	25,123	79%	6,577	21%
Friends	COMMUNITY FOUNDATION	5,000	5,000	-	0%	0	1,800	36%	2,211	44%
Friends	COMMUNITY FOUNDATION #2	2,000	2,000	-	0%	-	-	0%	2,000	100%
Friends	COMMUNITY FOUNDATION - Farm2Li	4,275	4,275	-	0%	0	2,874	67%	773	18%
Friends	KLEE GRANT	90,000	90,000	-	0%	-	61,636	68%	14,431	16%
Total Projects & Grants		707,817.00	757,817.00	0.00	0%	0	130,805	17%	611,462	81%

Account	Budgeted	November	YTD		Remaining	
Revenue						
5000100 LIBRARY COPY FEES	8,000	614	9,991	125%	-1,991	-25%
5000177 RENTALS & FEES	7,500	600	6,600	88%	900	12%
5000189 OTHER LOCAL GOVERNMENTS	803,963	-	602,972	75%	200,991	25%
5000312 RENTAL CHARGEBACKS	47,000	-	47,000	100%	0	0%
5000426 MISCELLANEOUS	11,250	314	6,389	57%	4,861	43%
5000431 MISCELLANEOUS	15,000	-	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	500	4,073	36,131	7226%	-35,631	-7126%
5000470 VENDING MACHINE	900	-	-	0%	900	100%
5000471 COMMISSIONS	600	-	872	145%	-272	-45%
5000530 REFUNDS OF PRIOR YEARS EXPENDIT	-	-	1,778		-1,778	
5000531 GIFTS AND DONATIONS	1,000	-	-	0%	1,000	100%
5000545 CREDIT CARD REBATES	100	-	-	0%	100	100%
5000562 TRANSFER FROM GENERAL FUND	1,443,640	-	1,443,640	100%	0	0%
5000569 TRANSFER - DEBT SERVICE FUND	-	-	149		-149	
5000808 OTHER STATE AID	98,690	0	86,650	88%	12,040	12%
5000952 ARRA DEBT REIMBURSEMENT	431	-	370	86%	61	14%
Total Revenue (operating):	2,438,574	5,601	2,242,543	92%	196,031	8%

Projects & Grants						
5000808 STATE CONSTRUCTION AID - 2021	39,372	-	39,372	100%	-	0%
5000808 STATE CONSTRUCTION AID - 2022	378,023	-	340,221	90%	37,802	10%
5000808 STATE CONSTRUCTION AID - 2023	157,447	-	141,702	90%	15,075	10%
HOYT GRANT - Reading Garden	50,000	-	0	0%	50,000	100%
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%
COMMUNITY FOUNDATION - Farm2Li	4,275	-	4,275	100%	-	0%
KLEE GRANT (Friends)	90,000	10,000	90,000	100%	-	0%
Projects & Grants Revenue	757,817		651,770	86%	105,377	14%

Director's Report
Josias Bartram
December 14, 2023

NYLA

- We were a big presence at the NYLA Conference this year. I am proud of how many of our folks attended (5 BCPL staff and 3 Catholic Charities staff) and of our Peer Support team in particular for working through the nerves to offer an excellent presentation.

Building/construction updates

- The final component of the front door project is scheduled for 12/19. This will allow for badge access and automatic locking/unlocking, the lack of both of which have really complicated our daily logistics.
- I have been able to get the Bathroom/Ramp moving again. Imara has been a huge help with this, and I deeply appreciate the support that she's given me.
 - In order to move forward, it was necessary for me to accept that we won't be able to proceed with Smith Site Development under TIPS/Co-op purchasing and will need to start the process over with new drawings and then bids. This also means that we are unable to pay Smith Site Development or any of their sub-contractors for work that was already done. I dealt with this by having a meeting that Imara organized with Purchasing and Legal during which I took responsibility for mistakes that I've made in the process but also finally received the information that I need to move forward. Purchasing also helped me write a letter to Smith Site Development.
 - I was also given a much clearer understanding of how to manage other Construction Aid funded projects in the future.

October/November Financials

The October and November financial reports are attached.

- We are in a good place with both expenses and revenue.
- Highlighted grant totals haven't yet been updated for November.
- We were able to do budget transfers from the 8000 lines (benefits) to the 4000 lines (contractual expenses) as we have in past years. The reports include both the original and modified budgets, with account balances and percentages calculated using the modified budget.

Grants

I have two pieces of good news about grants:

- The Hoyt Foundation approved the Friends' application for \$50k for the Bronsky Reading Garden.
- We received an additional \$10k from Klee Foundation board members for the Peer Support Program.

Personnel

- We are thrilled to have hired a Nick Kocak as our new Custodial Supervisor. He will be starting on 12/8.
- We've also interviewed four candidates for the new Library Assistant position in Youth Services. Two were internal and two were external. We hope to make a hire by the end of the week and to also start them on 12/8.

Assistant Director's Report

Sherry Kowalski

December 11, 2023

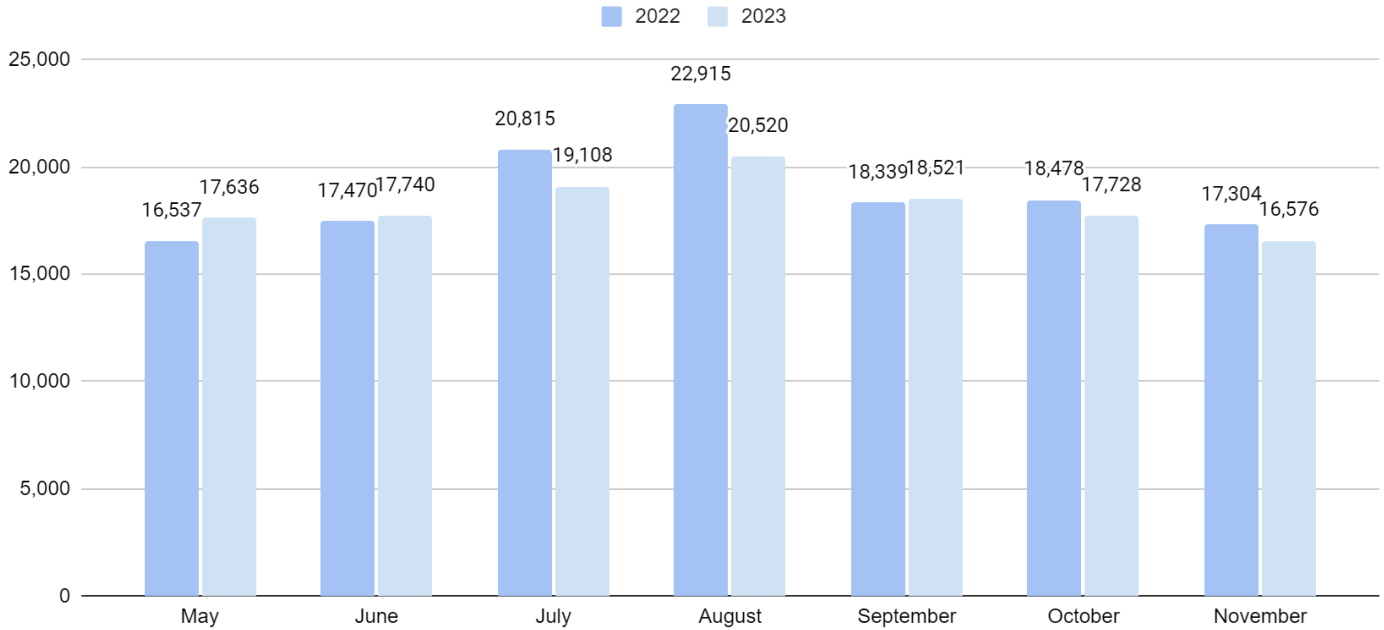
- I attended the NYLA conference this year. They offered many interesting programs this year. I attended two pre-conference half day programs, Communication Skills for Developing Leaders and What We Learned as Library Administrators. Other programs that I attended were, Tech Trends in 2024, Designing Community-Centered Libraries, The Challenge of Workplace Bullying, Revise and Revive Employee Review Process, and Facilitating Peer Support at Public Libraries. This was the panel discussion on our peer support program. Everyone on the panel did an excellent job and it was well received by the people that attended.
- I attended the 4CLS Users Group meeting held at the Village Library of Cooperstown. The Director of the Library arranged a tour of the Baseball Hall of Fame Library.
- Josias and I met with the new Dean of Libraries of Binghamton University, Andrea Falcone. It was a very productive meeting. We talked about areas we could partner and collaborate.
- For the past two months I have been attending Toastmasters meetings. I have not joined yet but plan to do so.
- I have been working with Victor Corbin, to get the rooms reserved for the AARP Tax-Aid Program that will begin on February 1.
- I am in the process of organizing a program for Black History Month. Brenda Cave-James will speak about Beccye and Claude Fawcett. Beccy Fawcett was the first African American employed at Binghamton Public Library, and her career spanned over three decades. Brenda Cave-James was a friend of the Fawcett's and when they passed, she inherited their scrapbooks, photographs, and other papers.
- While Jackie was on leave, I was responsible for accounts payable. It was good practice for when Jackie takes her vacation in March.
- I worked on getting all the forms submitted to fill the Library Assistant and Custodial Supervisor positions. Interviews have begun for those positions with the hope that we could have them both start January 8.

Data Analytics Monthly Report (October and November 2023)

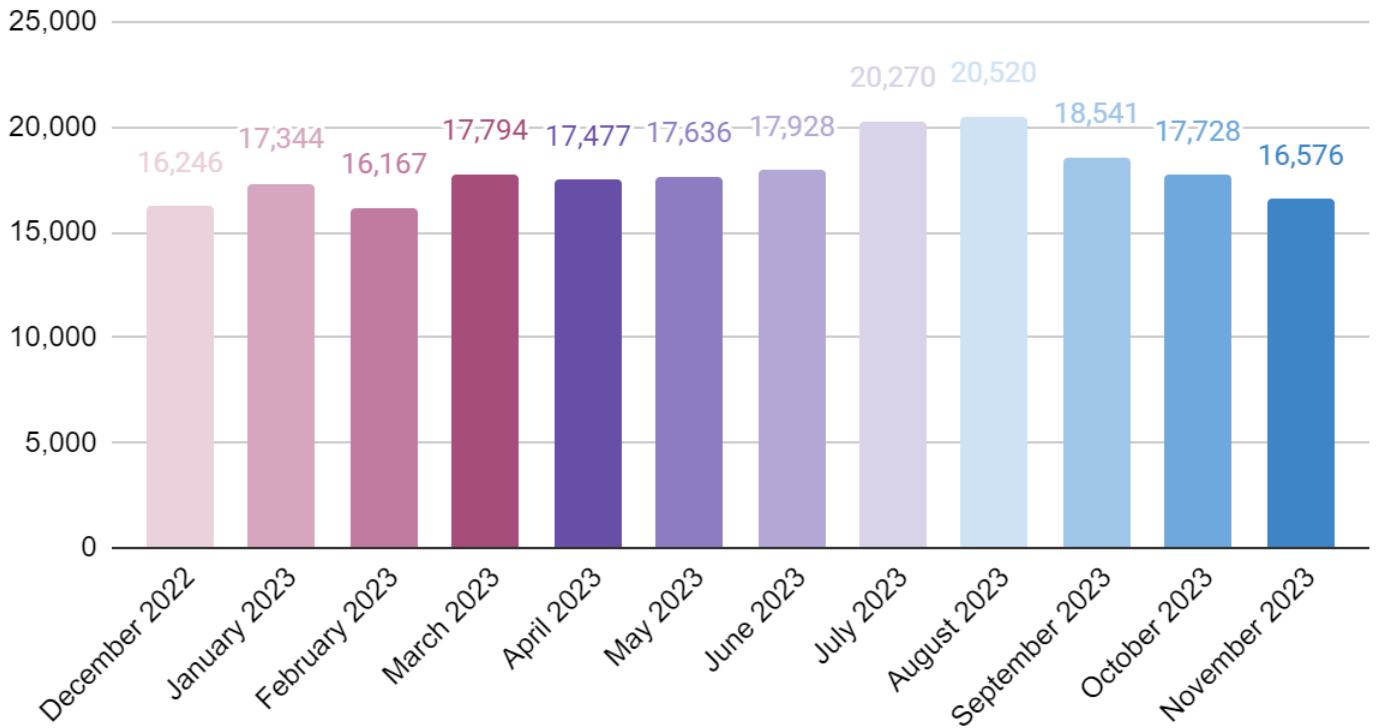
Submitted by Laura Haynes

Total Monthly Circulation for May-November 2022 and 2023:

Circulation has decreased incrementally, but last year's numbers show a similar pattern of decline.

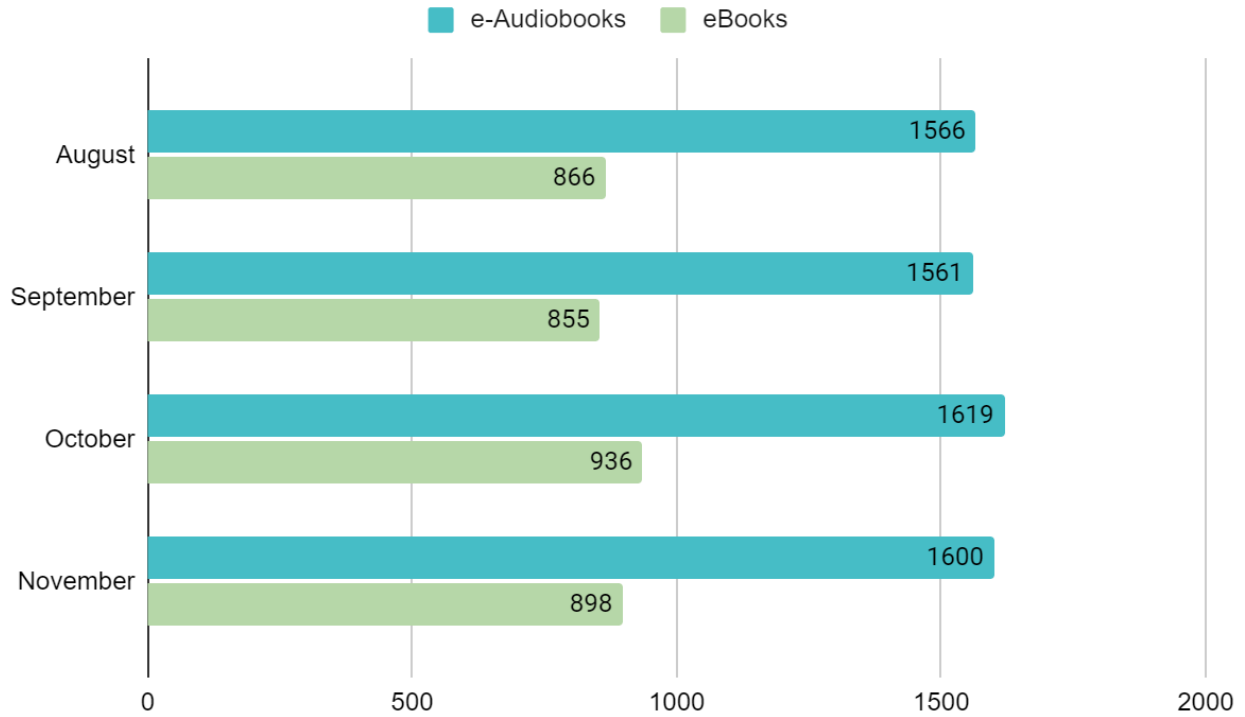


This graph shows total circulation statistics for the past 12 months.



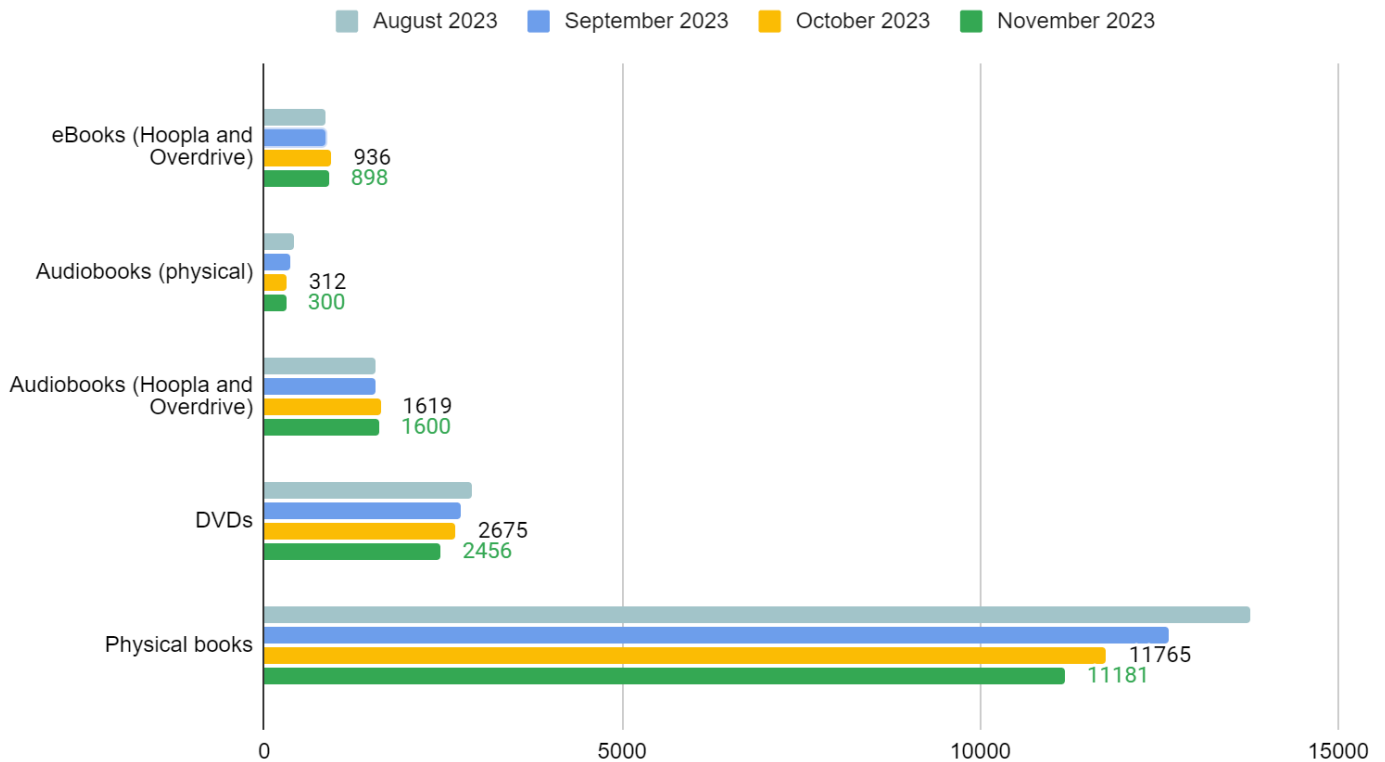
Electronic media:

Though overall circulation has declined, use of e-resources has remained fairly steady.



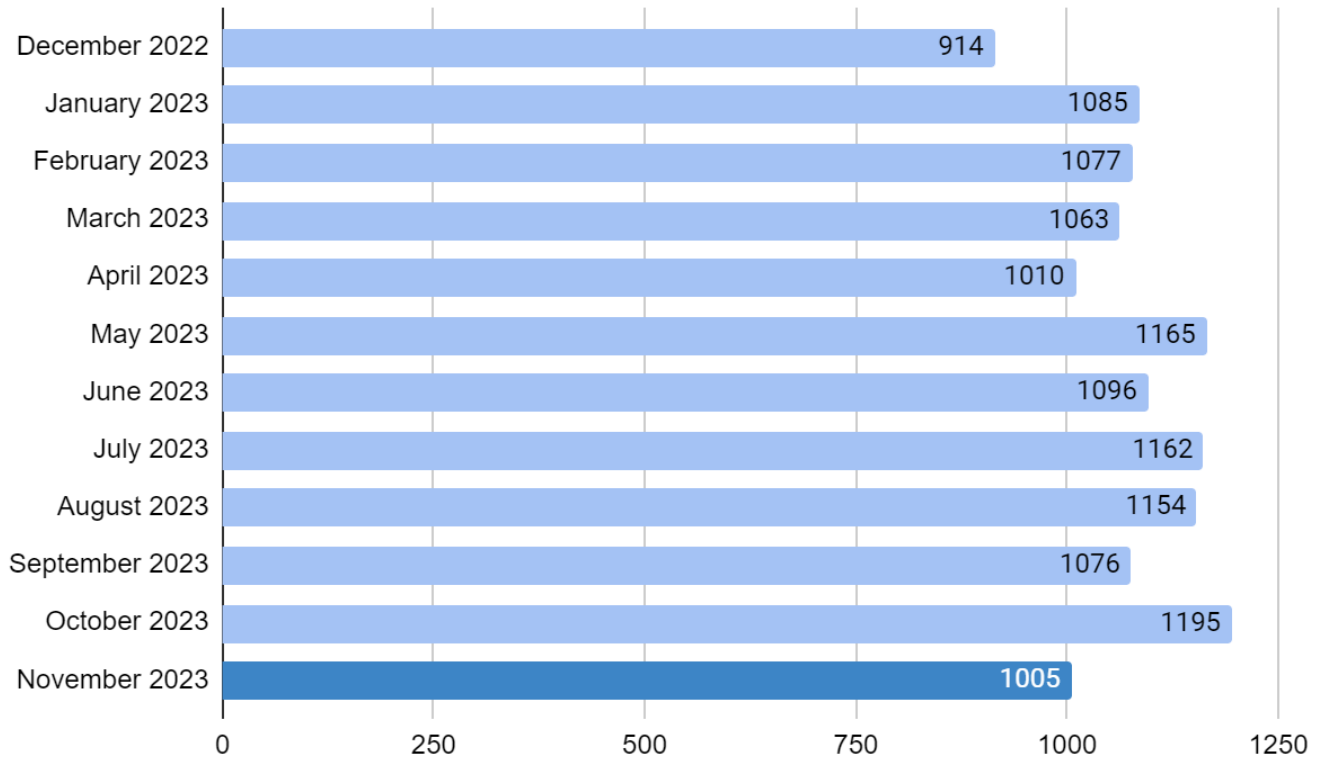
Circulation by format:

Physical audiobooks, DVDs, and physical books show an incremental decrease.



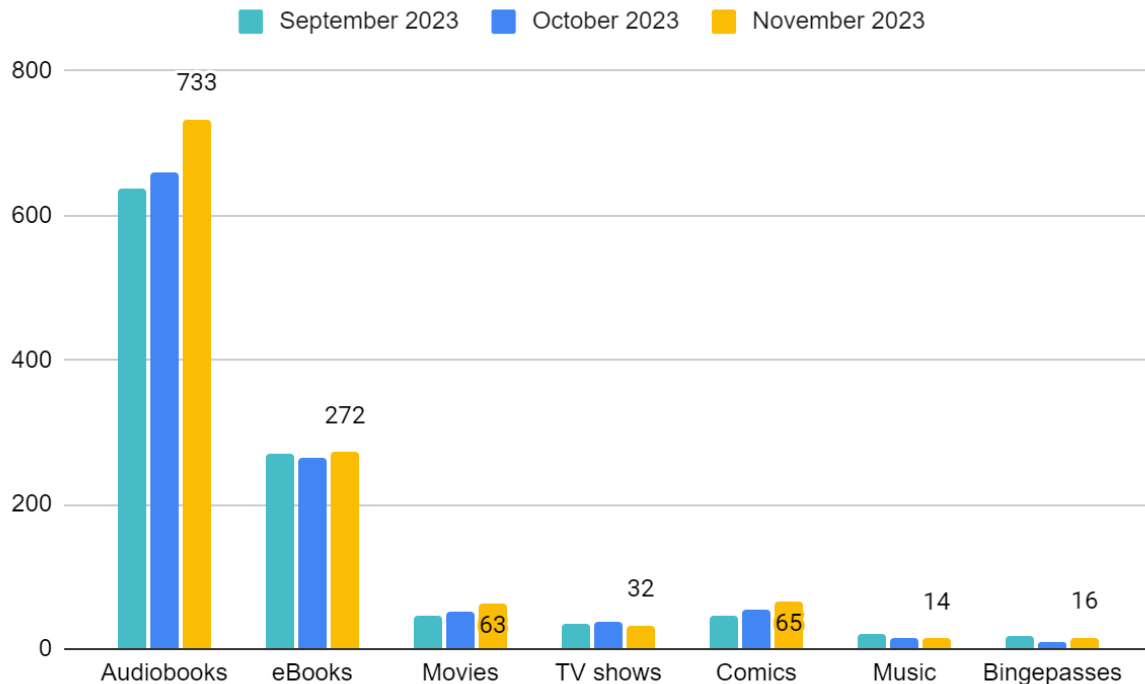
Hoopla Circulation:

Hoopla circulation increased sharply in October then declined sharply in November.



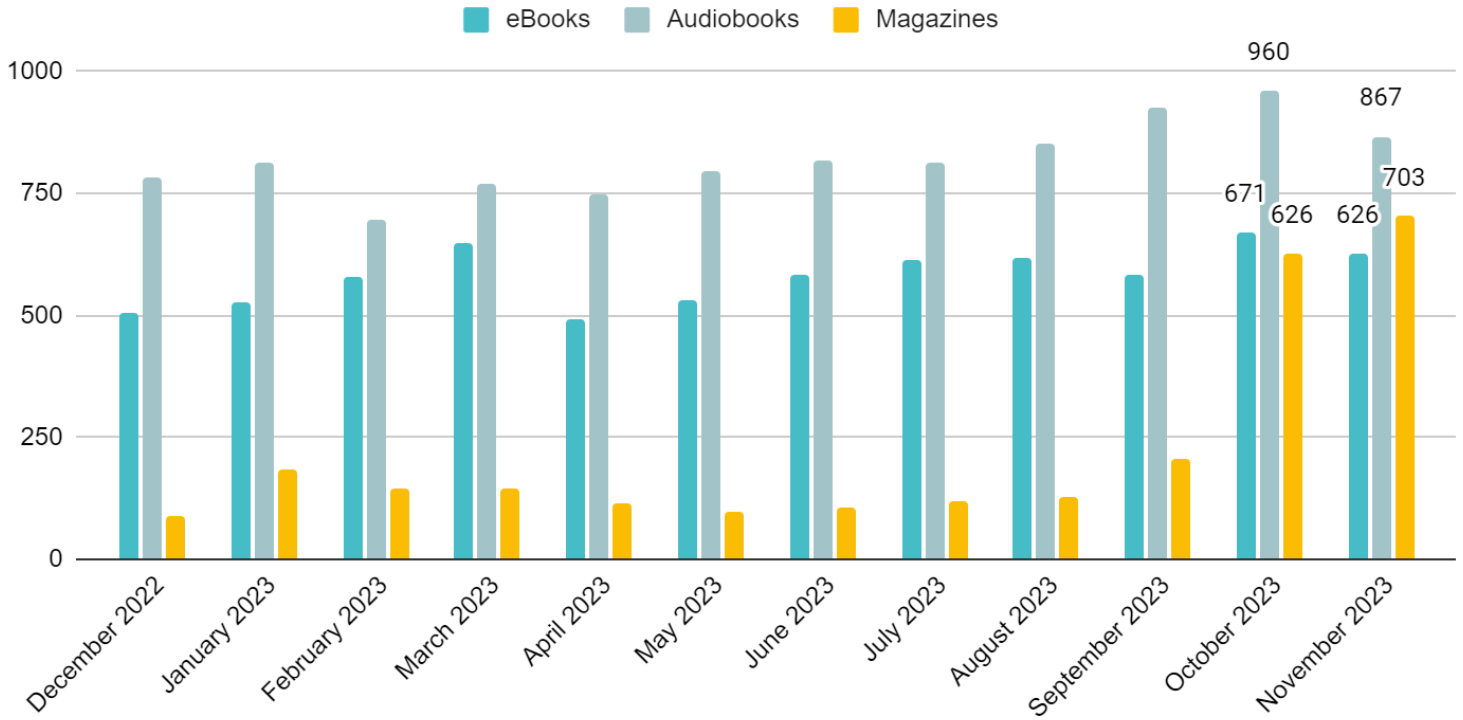
Hoopla Circulation by format:

There was a spike in audiobook usage for November.



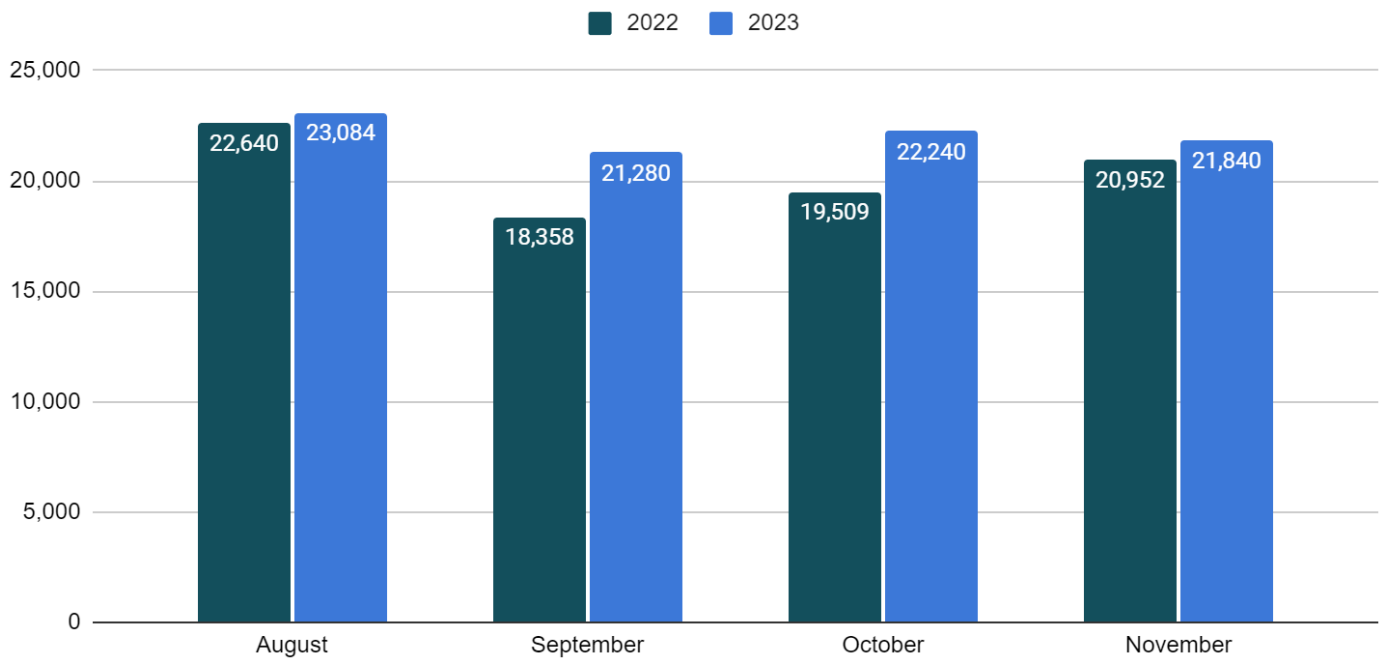
Overdrive/Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:

Magazine usage increased drastically by 419 checkouts between September and October due to a new feature. There is now a “subscribe” feature where patrons receive a new issue when it is released. With this feature, the issue is automatically added to the user’s Magazine Rack and a checkout is generated.



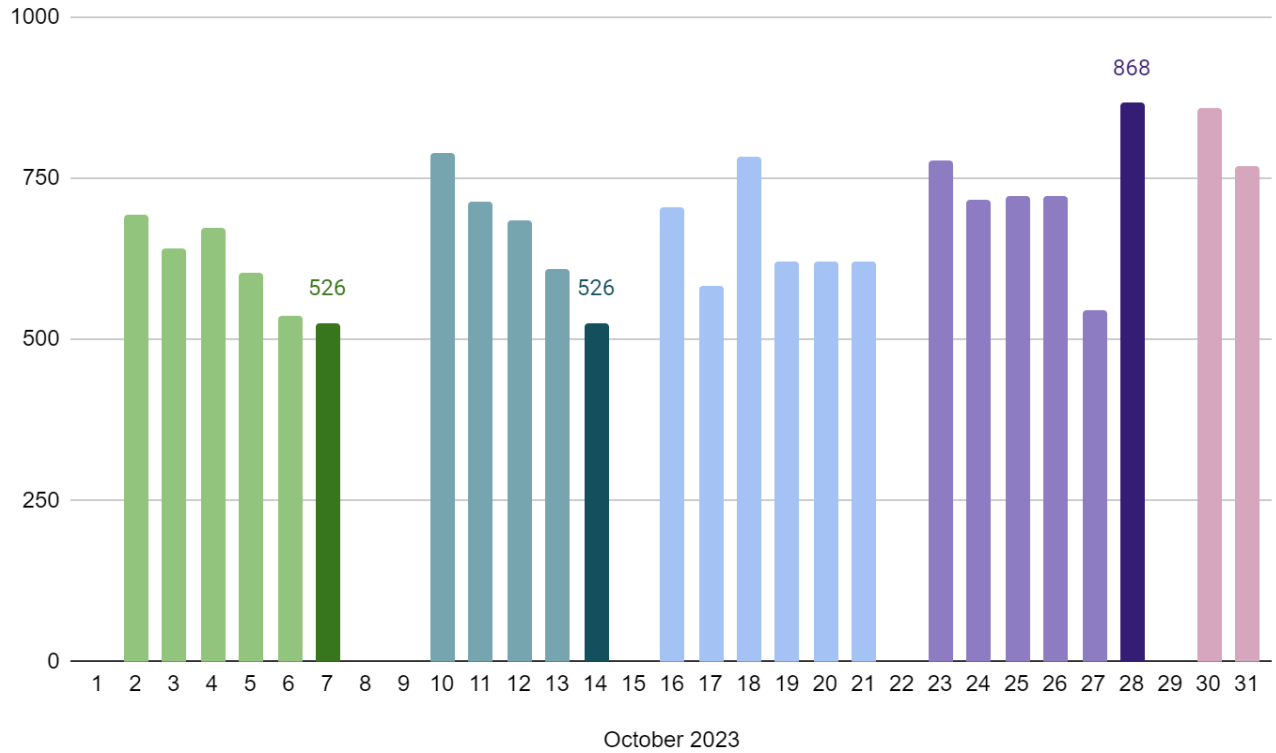
Total Door Count for the last 4 months (2022 and 2023):

Door count increased for October and decreased for November. We continue to build on last year’s numbers.

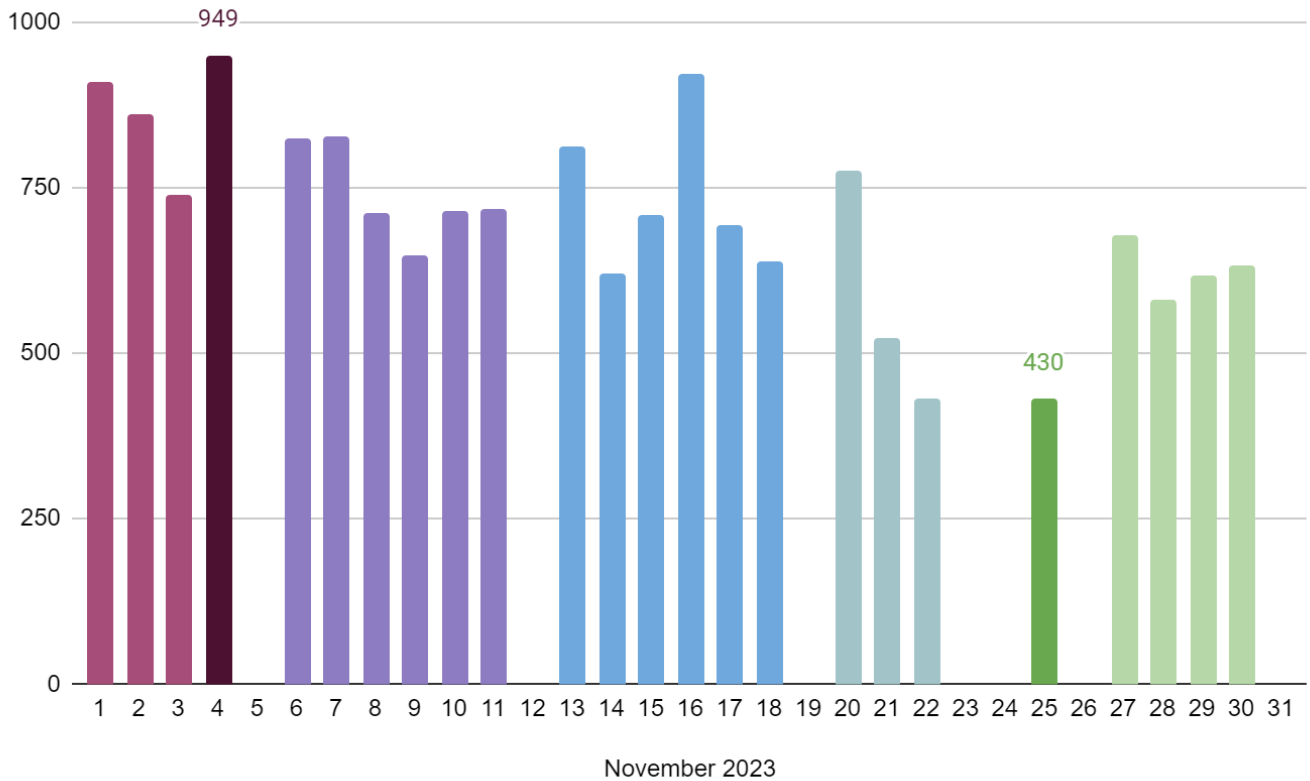


Daily Door Count Totals (by date):

For October, the highest door count was on the 28th, which was the date of LEGO Club as well as the therapy dog program which were both well attended in Youth Services.

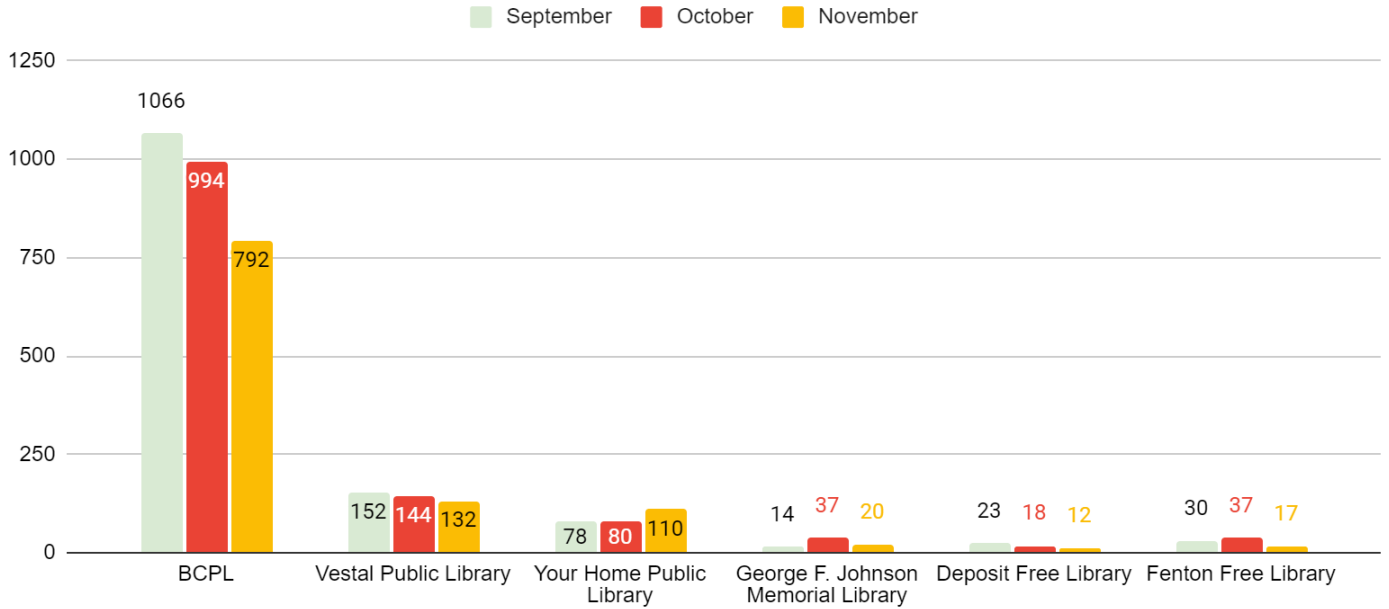


For November, the highest door count was November 4th, election day.

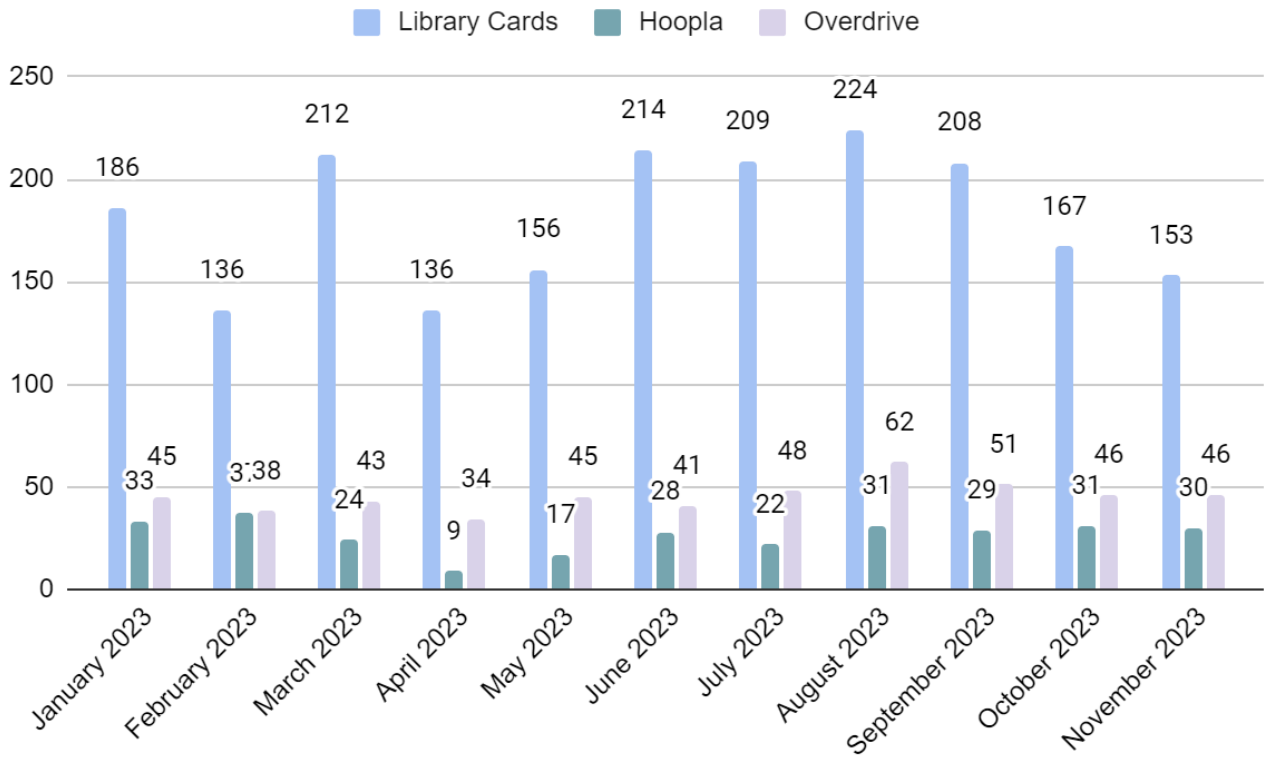


Holds:

This graph shows variations in the number of holds placed on BCPL items.

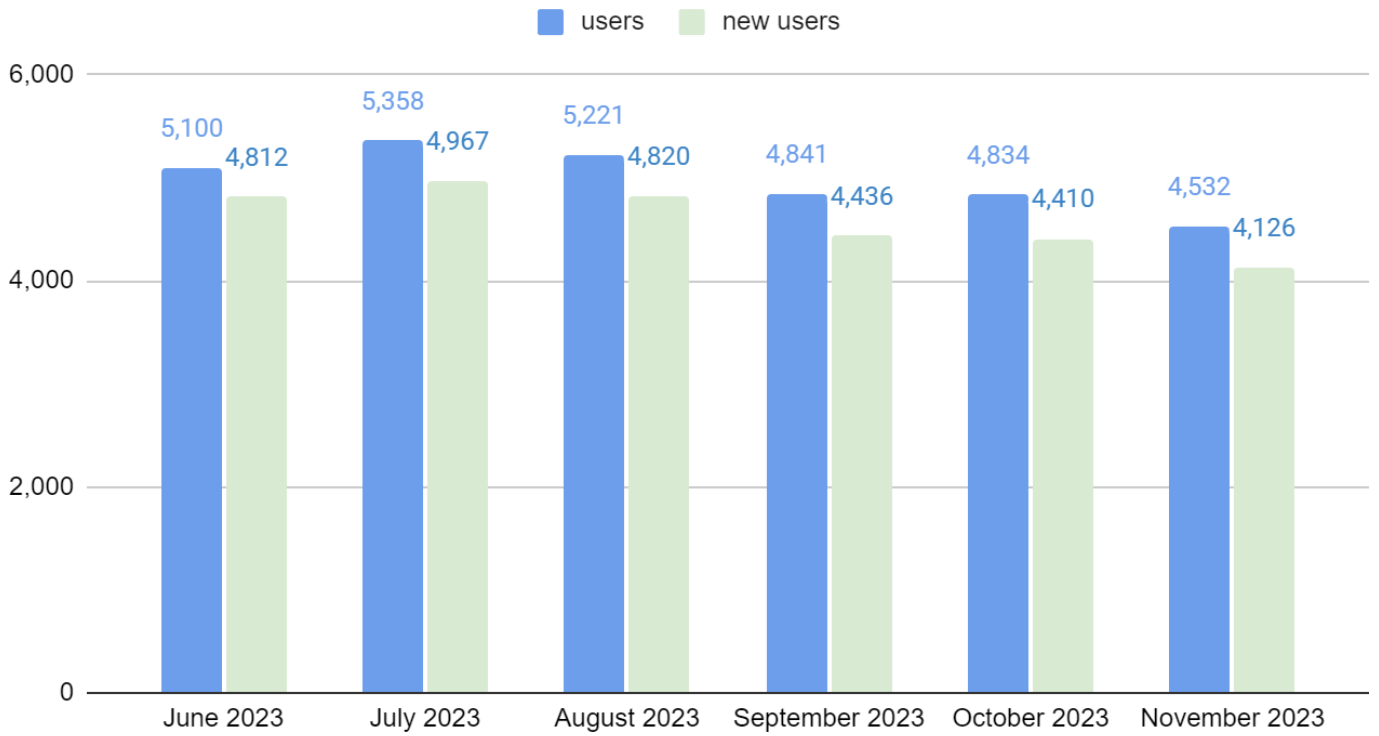


New Patron Registration (Library Cards, Hoopla, and Libby/Overdrive):

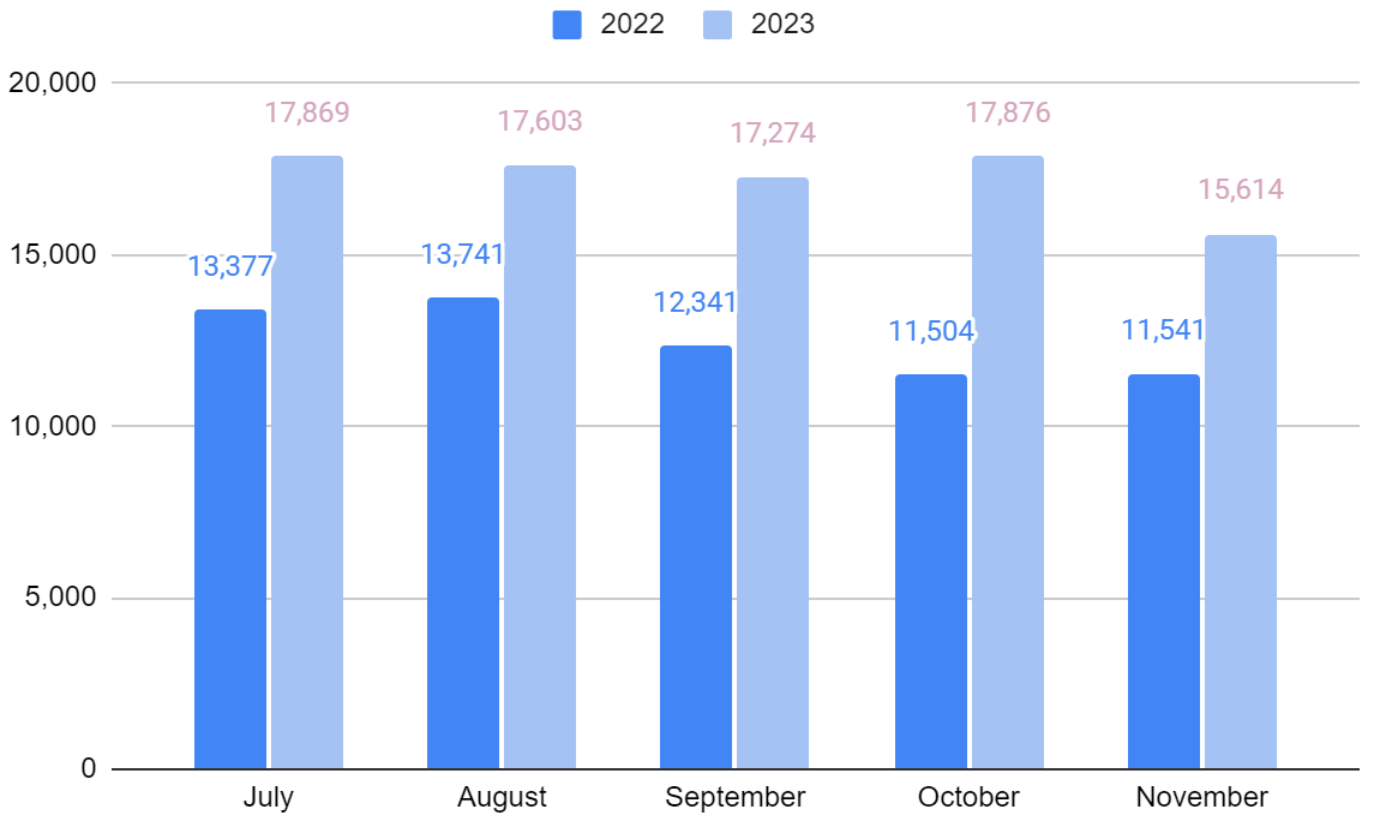


Website Analytics:

Website sessions declined for October and November. New users still make up the majority of our users.

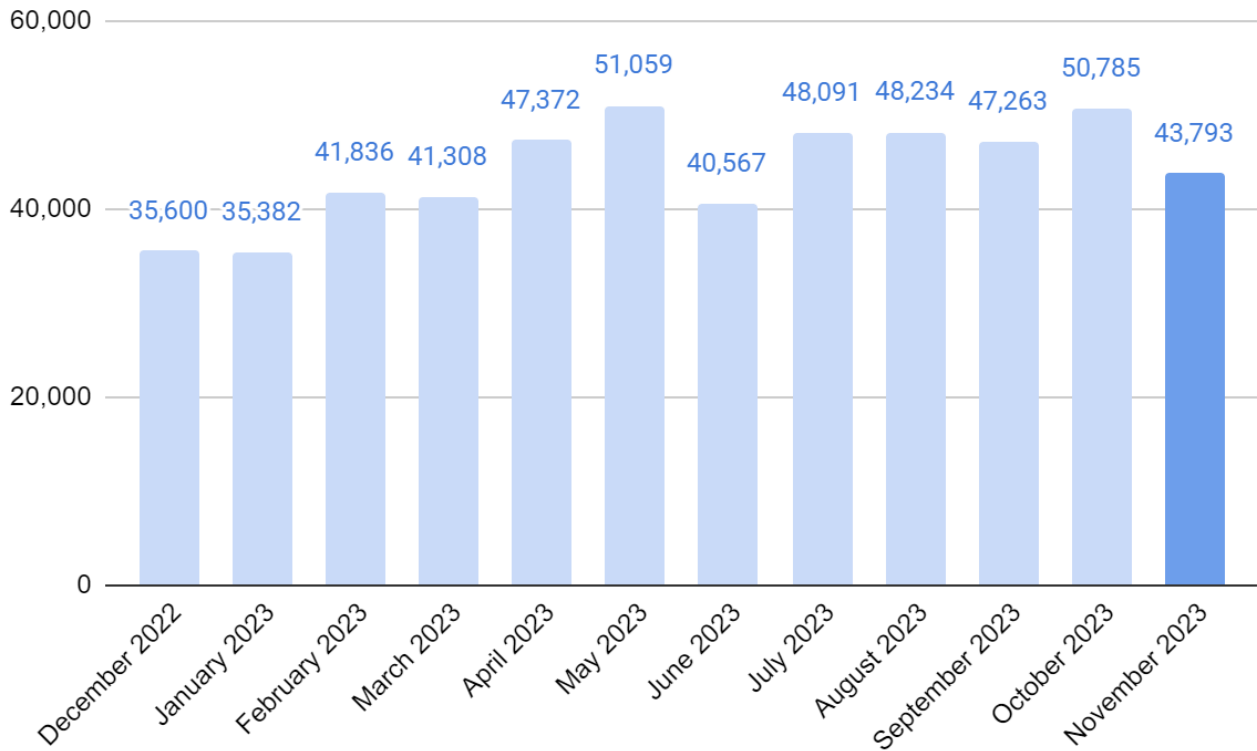


This graph shows total pageviews for July-November of 2022 and 2023



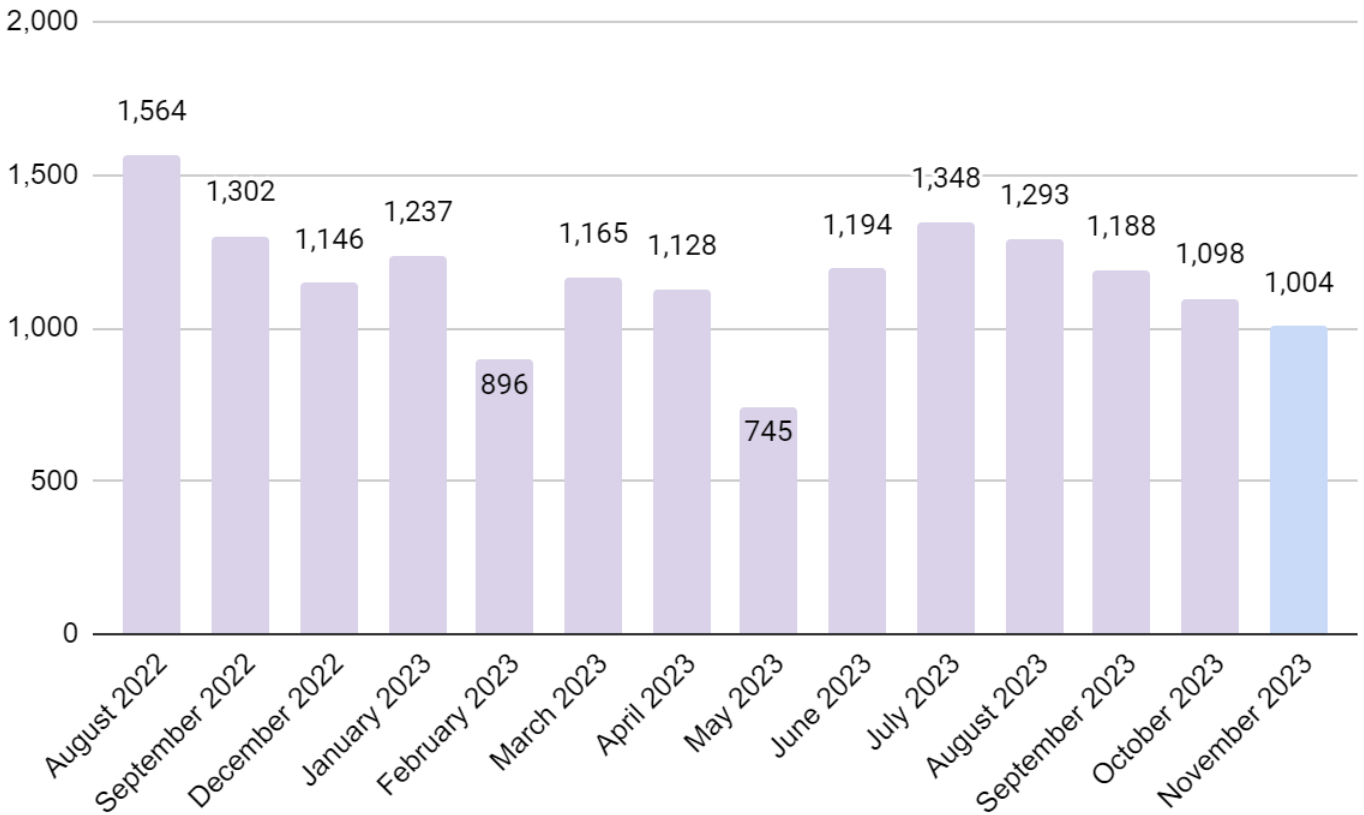
Number of Wireless Sessions:

Wireless sessions declined in November.



Public Computer Sessions:

Computer sessions have continued to decline.



Circulation

Submitted by Kathleen Shores

October 2023

- Full-time Circulation clerk, Emma Wagaman, provided 49.50 hours of desk coverage/additional help to Youth Services.
- Full-time Circulation clerk, Nursel Bagsever, provided 30 hours of desk coverage/additional help to Youth Services
- Part-time Circulation Clerk, Ethan Mellen provided 40.50 hours of desk coverage/additional help to Youth Services.
- Part-time Circulation clerk, Christian Wert provided 22 hours of desk coverage/additional help to Local History.
- The Circulation desk and Reference desk issued approximately 124 guest passes during the month of October. The library welcomed visitors from other states such as Arizona, California, Colorado, Connecticut, Florida, North Carolina, Pennsylvania, and Canada.

November 2023

- Full-time Circulation clerk, Emma Wagaman, provided 59.50 hours of desk coverage/additional help to Youth Services.
- Full-time Circulation clerk, Nursel Bagsever, provided 55.50 hours of desk coverage/additional help to Youth Services
- Part-time Circulation Clerk, Ethan Mellen provided 23.50 hours of desk coverage/additional help to Youth Services.
- Part-time Circulation clerk, Christian Wert provided 13.50 hours of desk coverage/additional help to Local History.
- The Circulation desk and Reference desk issued guest approximately 146 guest passes during the month of November. The library welcomed visitors from other states such as Arizona, California, Connecticut, Florida, New Jersey, North Carolina, Pennsylvania, South Carolina, Texas, and Virginia.

October/November 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 very much appreciate this assistance.
- Kelsey attended NYLA from November 1-November 4. All the sessions were greatly informative, especially the Chat GPT workshop and the Youth Services Round Tables.
- Youth Services staff tabled at the Community Baby Shower hosted by Mothers & Babies on October 21. Every family that visited the library table received a free board book and a library card application. 78 people visited the library table.
- Sarah Reid with the Four County Library System hosted a Read for the Record event on October 26. Youth Services staff offered an activity at this event.

- Kelsey attended the Head Start Policy Council meeting on November 29 to present information about BCPL's upcoming children's events.
- Attendance for in person programs:
 - Borrow a Grandparent-every Monday-Thursday-Average attendance of 3
 - Biweekly lapsit story time-every Monday and Thursday-Average attendance of 17
 - Biweekly preschool story time-every Monday and Thursday-Average attendance of 6
 - Weekly Teen Wednesdays craft program-Average attendance of 3
 - Weekly Teen Thursdays -Average attendance of 6
 - Monthly Art Classes for Homeschoolers-Average attendance of 15
 - Monthly Ukrainian Story Time-Average attendance of 24
 - Bimonthly LEGO Club -Average attendance of 31
 - Monthly Story Time for Adults-Average attendance of 10
 - October 7 Family Game Day and Teen Game Day-Attendance of 16
 - October 14, October 28 & November 14 Therapy Dogs-Average attendance of 28
 - October 14 NASA Eclipse Program-Attendance of 29
 - October 20 Spooky Slime STEM Program -Attendance of 8
 - 23 additional kits handed out as Grab –N-Go bags
 - October 21 Interactive Nightmare Before Christmas Movie-Attendance of 15
 - October 25 Family Halloween Party-Attendance of 28
 - October 26 Read for the Record-Attendance of 75
 - October 27 Library Trick-or-Treat-Attendance of 29
 - November 25 Teen Dungeons & Dragons-Attendance of 5
- Upcoming in Youth Services:
- Upcoming programs:
 - Weekly Teen Thursdays
 - Borrow a Grandparent-every Monday-Thursday
 - Monthly Art Classes for Homeschoolers
 - Monthly Story Time for Adults
 - Monthly Family Game Day and Teen Game Day
 - Monthly Ukrainian Story Time
 - Bimonthly LEGO Club
 - PBS Kids event on December 8
 - Therapy Dogs on December 9
 - Interactive Nightmare Before Christmas Movie Program on December 16
 - Winter Crafts on December 27
 - Marshmallow Towers STEM Program on December 28
 - New Year's Eve Crafts on December 29
- A Family Enrichment class will be visiting the library on December 1 for a story time and craft program.
- Youth Services will work with WSKG to offer a PBS Kids event on December 8. The program will include a clip of the TV show "Molly of the Denali" and will be followed by winter-themed arts and crafts activities.
- A Pokémon Trading Card Game Club for families will start in 2024.
- Michelle will offer art classes, sewing classes, and a Science Fair for homeschool families in 2024.

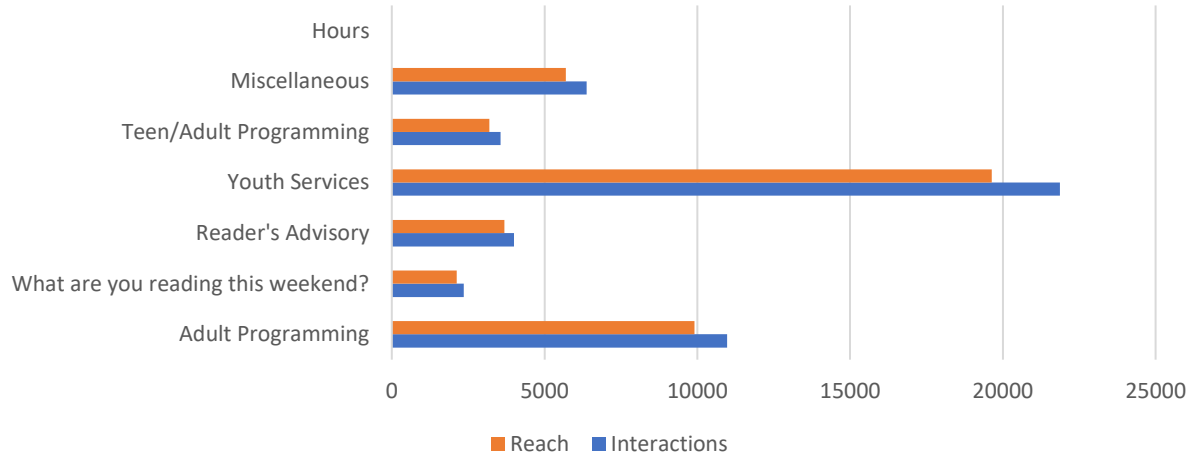
Respectfully submitted by
Kelsey Matoushek
Librarian II

Information Services Report

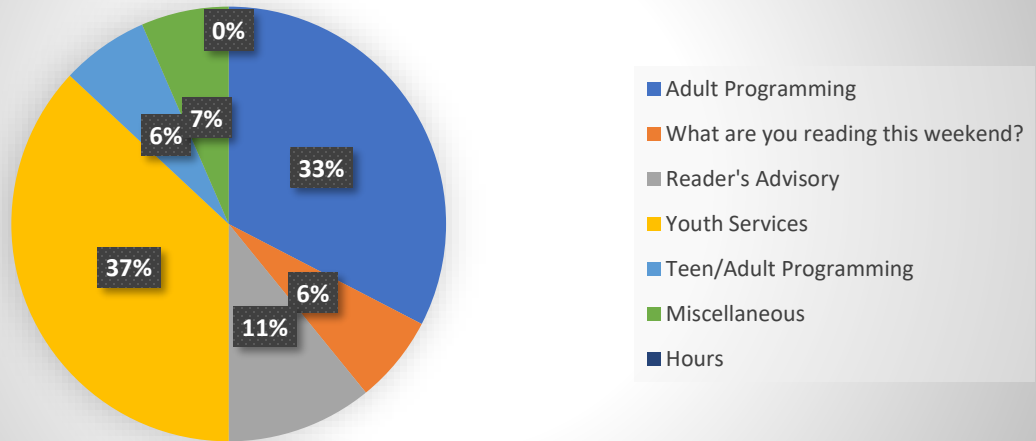
October & November

Submitted by Judd Karlman

October Total Post Reach and Total Interactions by Category



Percentage of October Posts by Category



bcpl Broome County Public Library
October 1 · 🌐

We are inviting applications for an experienced Game Master/Dungeon Master to run tabletop RPGs and tabletop RPG programs! We will be accepting applications until October 14th. There will be a 15 minute phone interview followed by an in person interview for finalists.

- Must be committed to public service, diversity, equity, and inclusion
- Must be able to DM for groups of 5 at a time
- Must be able to commit to 1-2 Saturdays a month
- Must be experienced in Dungeons and Dragons 5E
- Must be able to provide 2 references for players in prior games
- Must be comfortable working with new/inexperienced players
- Must be 18 years or older

Previous applicants are welcome to reapply! Apply here: <https://bit.ly/DMBCPL>

If you have any questions, contact bcplreference@gmail.com or call 607-778-6409.



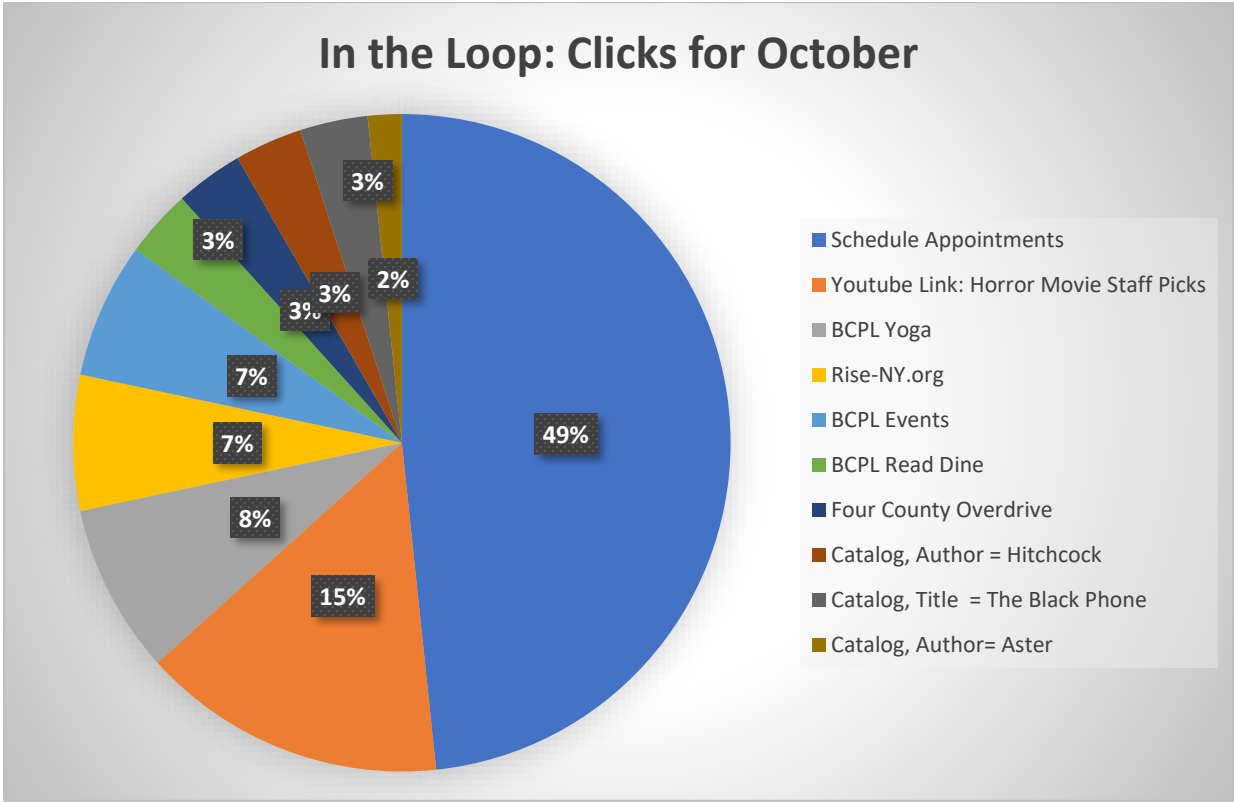
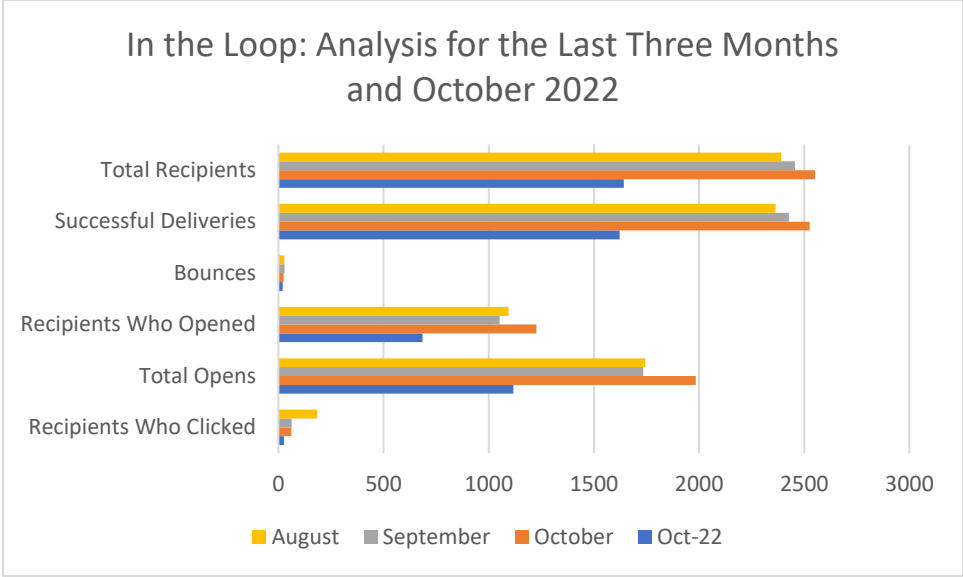
CALLING ALL DMs!

Are you interested in a **paid opportunity** running Dungeons and Dragons and community TTRPG programs at BCPL?

- **Must be committed to public service, diversity, equity, and inclusion**
- **Must be able to DM for groups of 5 at a time**
- **Must be able to commit to 1-2 Saturdays a month**
- **Must be experienced in Dungeons and Dragons 5E**
- **Must be able to provide 2 references for players in prior games**
- **Must be comfortable working with new/inexperienced players**
- **Must be 18 years or older**

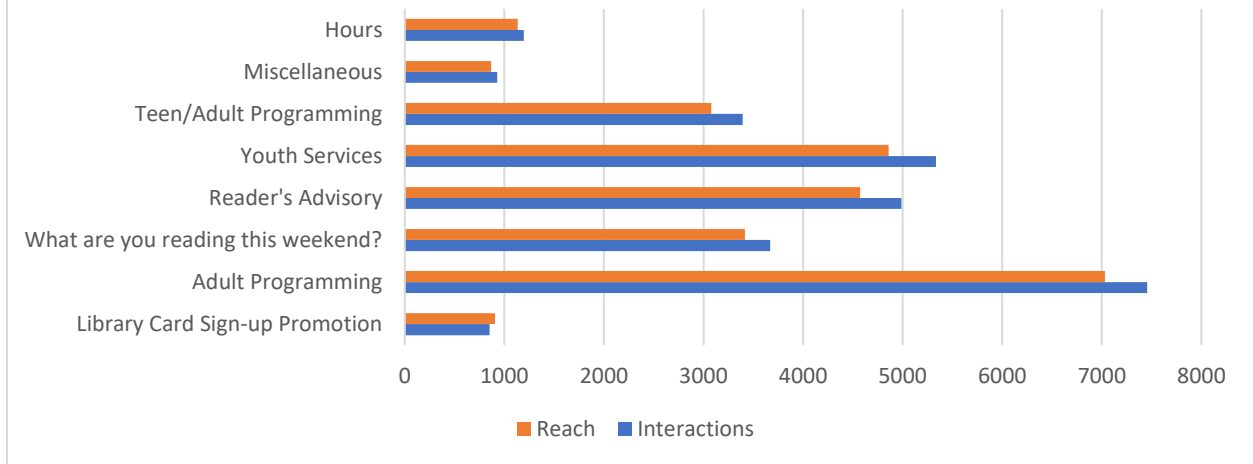
Apply here: <https://bit.ly/DMBCPL>
Previous applicants are welcome to reapply!

There are two main types of posts that seem to get the most engagement – cute animals and job openings. This post could be why we had such a strong field of candidates as it was shared widely.



The Youtube links with Horror Movie Staff Picks seems to get links. We might want to think about using that medium more to highlight parts of our collection moving forward.

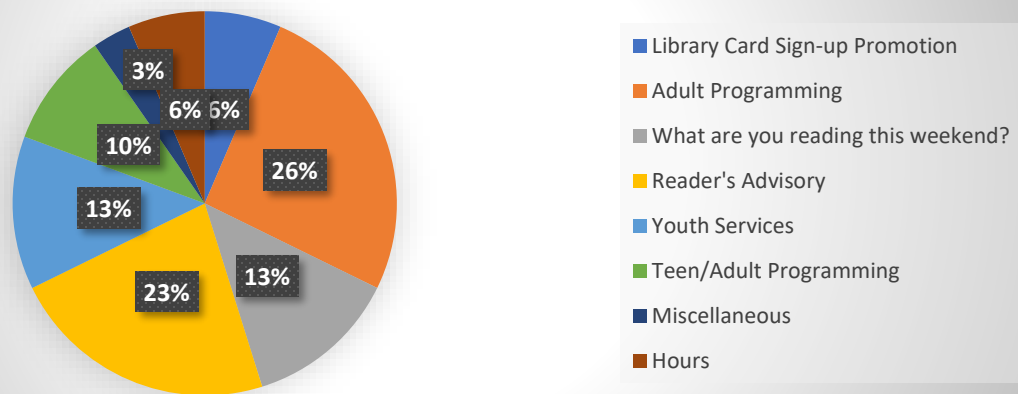
November Total Post Reach and Total Interactions by Category



It is worth taking a moment to look at *What are you reading?* posts. They have a dedicated group who comment on what they are reading every week; it is a post with its own community on Facebook. On the first day of the week, Jan emails me a fresh pic. I schedule the post but it is Jan who is the consistency behind it. We don't look at the stats for the post with the most comments but if we did, it would often be the weekly *What are you reading?* posts.

It was an odd month, in that Adult Programming had the most posts. Usually, it is Youth Services by a wide margin.

Percentage of November Posts by Category





Broome County Public Library

November 20 at 11:17 AM · 🌐

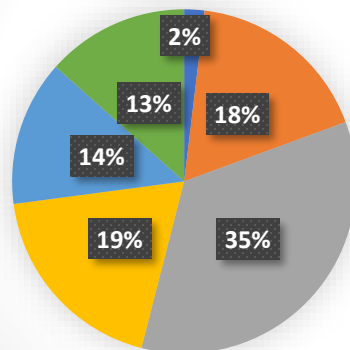


The knitting group meets on Tuesday November 21st from 5:00-7:30. Drop in anytime during those hours and bring a project to work on. Don't knit - that's fine, bring another fiber arts project with you! Call or email with any questions (607-778-3829/sherry.kowalski@broomecountyny.gov).



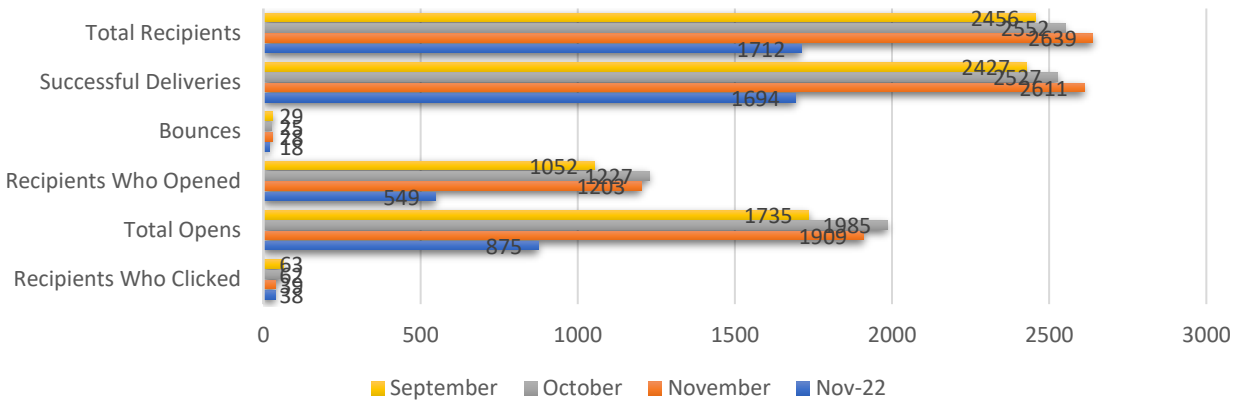
The post with the most reach and impressions in November. Was it the cat? Is this a case for more cute animals in our library marketing? Last month's Facebook post with the most reach and impressions was the reading to the dogs program.

Facebook Followers by Age

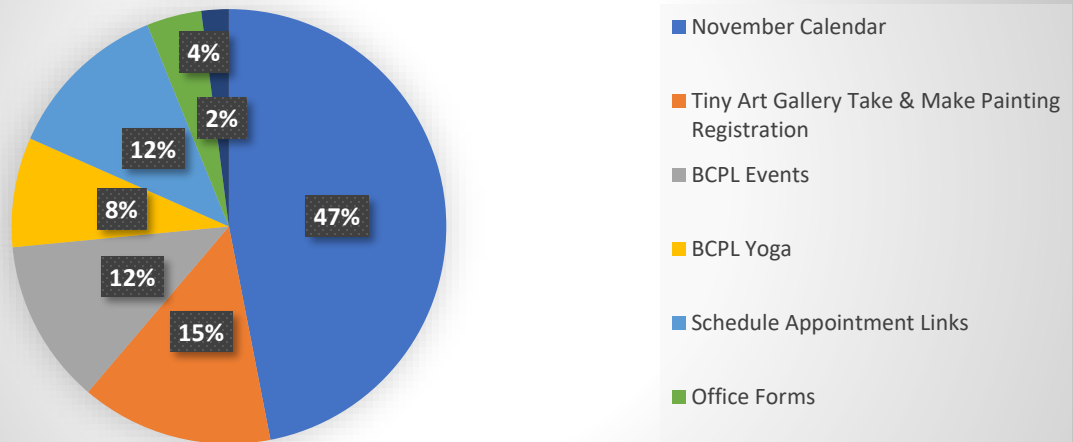


- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

In the Loop: Analysis for the Last Three Months and November 2022



In the Loop: Clicks for November



In the coming month(s) we should have a meeting, looking at the links that get clicks in the newsletter and the social media posts that garner the most engagement, think about if emulating these posts is a task worth doing.

Jan shared a lovely comment from the *What are you reading?* post about the amazing displays:

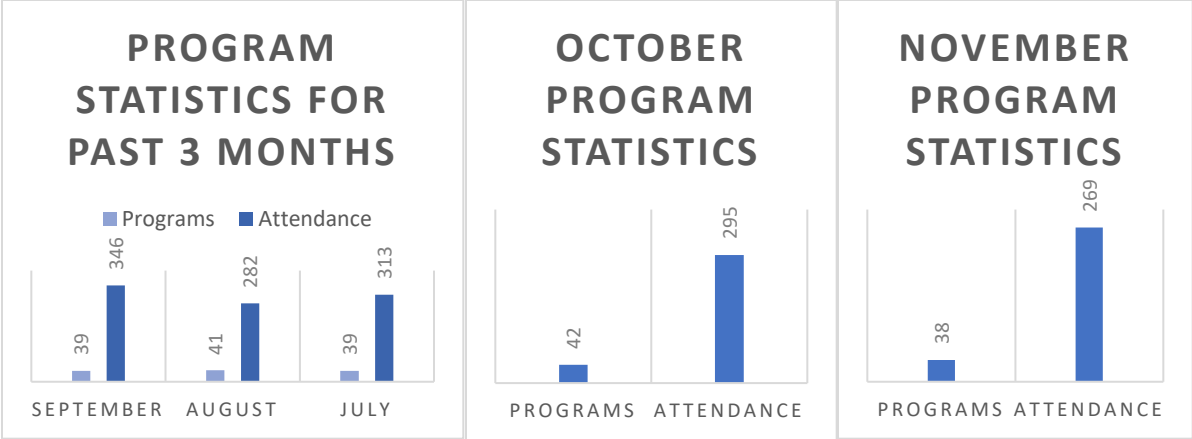


Lisa Young

I just finished Venco from the Indigenous People's display you had! I'm starting The Peace Keeper next. It was an awesome curation!

2d Love Reply





Program attendance has taken a slight downturn since September, something to keep an eye on so we can figure out if it is about the weather getting cold, staff being sick or something else happening in the community.