Account	Budgeted	November	YTD		Remaining	
Revenue						
5000100 LIBRARY COPY FEES	12,000	816	11,030	92%	970	8%
5000177 RENTALS & FEES	8,500	-	3,600	42%	4,900	58%
5000189 OTHER LOCAL GOVERNMENTS	846,573	-	634,930	75%	211,643	25%
5000312 RENTAL CHARGEBACKS	49,000	-	49,000	100%	0	0%
5000426 MISCELLANEOUS	10,000	182	4,551	46%	5,449	54%
5000431 MISCELLANEOUS	15,000	-	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	17,500	5,744	60,550	346%	-43,050	-246%
5000470 VENDING MACHINE	0	133	199		-199	
5000530 REFUNDS OF PRIOR YEARS EXPENDIT	-	455	2,166		-2,166	
5000531 GIFTS AND DONATIONS	500	-	-	0%	500	100%
5000545 CREDIT CARD REBATES	100	-	-	0%	100	100%
5000546 Trust Account Inflows	500	-	-	0%	500	
5000562 TRANSFER FROM GENERAL FUND	1,500,059	-	1,500,059	100%	-	0%
5000569 TRANSFER - DEBT SERVICE FUND	1,770	-	1,791	101%	-21	
5000808 OTHER STATE AID	98,690	-	90,889	92%	7,801	8%
5000952 ARRA DEBT REIMBURSEMENT	237	-	240	101%	-3	-1%
Total Revenue (operating):	**2,560,429**	**7,331**	**2,359,004**	**92%**	**201,425**	**8%**

Account	Budgeted	November	YTD		Remaining	
Projects & Grants						
6004117 STATE CONSTRUCTION AID - 2022	378,023	-	340,221	90%	37,802	10%
6004117 STATE CONSTRUCTION AID - 2023	157,447	-	141,702	90%	15,075	10%
6004117 BROOME COUNTY CIP - 2023	100,000	-	100,000	100%	-	0%
6004138 COMMUNITY FOUNDATION - Period Pant	1,280	-	1,280	100%	-	0%
Friends HOYT GRANT - Reading Garden	50,000	-	0	0%	50,000	100%
Friends KRESGE GRANT	31,700	-	31,700	100%	-	0%
Friends COMMUNITY FOUNDATION - bilungual	5,000	-	5,000	100%	-	0%
Friends COMMUNITY FOUNDATION - Narcan	2,000	-	2,000	100%	-	0%
Friends COMMUNITY FOUNDATION - Farm2Lib	9,125	-	9,125	100%	-	0%
Friends KLEE GRANT #2	45,000	-	-	0%	45,000	100%
Friends KLEE SUPPLEMENTAL	30,350	-	30,350	100%	-	0%
Friends Period Pantry	6,703	-	6,703	100%	-	0%
Friends 2024 Library Support	34,400	816	21,200	62%	13,200	38%
Friends Friends - Farm to Library	6,000	-	6,000	100%	-	0%
Projects & Grants Revenue	**857,028**		**695,281**	**81%**	**161,077**	**19%**

-

Account	Budget	Encumbered		November	YTD		Remaining	
Salary and Benefits								
6001000 SALARIES FULL-TIME	920,950			110,063	797,847	87%	123,103	13%
6001001 SALARIES PART-TIME	149,560			18,882	108,535	73%	41,025	27%
6001002 SALARIES TEMPORARY	20,070			6,470	49,028	244%	(28,958)	-144%
6001003 SALARIES OVERTIME	-			2,094	5,791		(5,791)	
Total Salary	**1,090,580**			**137,509**	**961,200**	**88%**	**129,380**	**12%**
6008001 STATE RETIREMENT	136,887			18,259	107,976	79%	28,911	21%
6008002 SOCIAL SECURITY	82,514			10,229	70,631	86%	11,883	14%
6008004 WORKERS COMPENSATION	6,304			0	4,728	75%	1,576	25%
6008006 LIFE INSURANCE	285			8	86	30%	200	70%
6008007 HEALTH INSURANCE	143,359			11,633	117,092	82%	26,267	18%
6008009 RETIREE HEALTH INSURANCE	351,529			-	272,116	77%	79,413	23%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500			-	-	0%	3,500	100%
6008014 NYS Voluntary Defined Contribution	6,967			798	6,249	90%	718	10%
Total Benefits	**731,345**			**40,926**	**578,878**	**79%**	**152,467**	**21%**
Salary and Benefits	**1,821,925**			**178,435**	**1,540,078**	**85%**	**281,847**	**15%**
Contractual Expenditures								
6004012 OFFICE SUPPLIES	2,000	193	10%	214	6,414	321%	(4,607)	-230%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	2,502	250%	901	2,197	220%	(3,699)	-370%
6004022 FUEL AND HEATING SUPPLIES	26,000	-	0%	354	10,807	42%	15,193	58%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	3,727	87%	172	3,886	90%	(3,312)	-77%
6004030 FOOD AND BEVERAGES	100	-	0%	-	-	0%	100	100%
6004048 MISC OPERATIONAL SUPPLIES	5,785	-	0%	-	41	1%	5,744	99%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,684	-	0%	-	69,619	98%	1,065	2%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	5,000	-	0%	-	311	6%	4,689	94%
6004070 BOOKS ADULT SERVICES	67,550	4,271	6%	7,094	55,869	83%	7,409	11%
6004071 JUVENILE BOOKS	54,000	955	2%	2,557	46,498	86%	6,548	12%
6004073 SUBSCRIPTIONS	7,563	-	0%	-	5,052	67%	2,511	33%
6004074 AUDIOVISUAL MATERIALS	33,000	531	2%	1,346	19,321	59%	13,147	40%
6004075 ELECTRONIC ACCESS MATERIALS	33,650	-	0%	3,792	44,796	133%	(11,146)	-33%
6004100 POSTAGE AND FREIGHT	700	0	0%	14	1,274	182%	(574)	-82%
6004105 DUES AND MEMBERSHIPS	1,500	-	0%	-	1,288	86%	212	14%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	2,491	121%	49	4,617	224%	(5,048)	-245%

Account	Description	Budget		%			%		%
6004113	WATER AND SEWAGE CHARGES	3,200	-	0%	-	2,120	66%	1,080	34%
6004115	ELECTRIC CURRENT	48,000	-	0%	5,370	58,156	121%	(10,156)	-21%
6004117	BUILDING AND GROUNDS EXPENSES	42,807	263	1%	3,009	34,980	82%	7,564	18%
6004136	OPERATIONAL EQUIPMENT REPAIRS	3,000	-	0%	-	-	0%	3,000	100%
6004137	ADVERTISING AND PROMOTION EXPE	3,000	-	0%	71	1,580	53%	1,420	47%
6004138	OTHER OPERATIONAL EXPENSES	16,000	5,487	34%	1,006	21,271	133%	(10,758)	-67%
6004147	OTHER PROGRAM EXPENSES	15,000	-	0%	-	-	0%	15,000	100%
6004160	MILEAGE AND PARKING-LOCAL	700	-	0%	-	552	79%	148	21%
6004161	TRAVEL HOTEL AND MEALS	2,000	-	0%	-	1,254	63%	746	37%
6004162	EDUCATION AND TRAINING	2,000	-	0%	-	2,804	140%	(804)	-40%
6004165	ADVISORY BD/TRUSTEES EXPENSES	175	-	0%	-	-	0%	175	100%
6004193	HARDWARE MAINTENANCE	8,610	-	0%	-	2,800	33%	5,810	67%
6004196	COPYING MACHINE RENTALS	7,000	-	0%	896	15,804	226%	(8,804)	-126%
6004504	OTHER FINANCIAL SERVICES	12	-	0%	-	12	97%	0	3%
6004573	OTHER FEES FOR SERVICES	9,260	-	0%	236	3,330	36%	5,930	64%
	Total	**475,656**	**20,420**	**4%**	**27,081**	**416,653**	**88%**	**38,584**	**8%**

Chargebacks

Account	Description	Budget					%		%
6004602	INSURANCE PREMIUM CHARGEBACK	26,181			-	19,636	75%	6,545	25%
6004604	DPW SECURITY CHARGEBACKS	105,991			-	79,493	75%	26,498	25%
6004606	TELEPHONE BILLING ACCOUNT	5,963			-	2,981	50%	2,982	50%
6004609	DATA PROCESSING CHARGEBACKS	56,892			-	23,129	41%	33,763	59%
6004617	DUPLICATING/PRINTING CHARGEBACK	166			-	-	0%	166	100%
6004618	OFFICE SUPPLIES CHARGEBACK	8			-	-	0%	8	100%
6004619	BUILDING SERVICE CHARGEBACK	5,000			-	3,750	75%	1,250	25%
	Total Chargebacks	**200,201**			**-**	**128,989**	**64%**	**71,212**	**36%**

Debt

Account	Description	Budget					%		%
6006000	PRINCIPAL ON SERIAL BONDS	6,849			-	6,849	100%	0	0%
6006001	BANS Principal	47,578			-	47,578	100%	0	0%
6007000	INTEREST ON SERIAL BONDS	628			-	628	100%	0	0%
6007001	BANS Interest	7,592			-	7,591	100%	1	0%
Grand Total (operating):		**2,560,429**	**20,420**	**1%**	**205,516**	**2,148,365**	**84%**	**391,644**	**15%**

Fund Balance	912,271
Trust Account Balance	16,209

		Projects & Grants							
6004117	STATE CONSTRUCTION AID - 2022	378,023		0%	-	-	0%	378,023	100%
6004117	STATE CONSTRUCTION AID - 2023	157,447	-	0%	-	3,531	2%	153,916	98%
6004117	BROOME COUNTY CIP - 2023	100,000	-	0%	-	61,941	62%	38,059	38%
6004138	CF - Period Pantry	1,280	-	0%	-	1,280	100%	-	0%
Friends	HOYT GRANT - Reading Garden	50,000	-	0%	-	-	0%	50,000	100%
Friends	KRESGE GRANT	31,700	-	0%	-	28,584	90%	3,116	10%
Friends	COMMUNITY FOUNDATION - bilingual	5,000	-	0%	-	3,739	75%	1,261	25%
Friends	COMMUNITY FOUNDATION - Narcan	2,000	-	0%	-	1,509	75%	491	25%
Friends	COMMUNITY FOUNDATION - Farm2Lib	10,275			-	6,752	66%	3,523	34%
Friends	KLEE GRANT #2	45,000	-	0%	2,006	2,006	4%	42,994	96%
Friends	KLEE SUPPLEMENTAL	30,350			872	30,350	100%	0	0%
Friends	Period Pantry	6,703			-	5,626	84%	1,077	16%
Friends	2024 Library Support	34,400			816	21,200	62%	13,200	38%
Friends	Friends - Farm to Library	6,000			-	6,000	100%	0	0%
	Total Projects & Grants	**858,178**	**0**	0%	3,694	**172,517**	**20%**	**685,661**	**80%**

Information Services Report
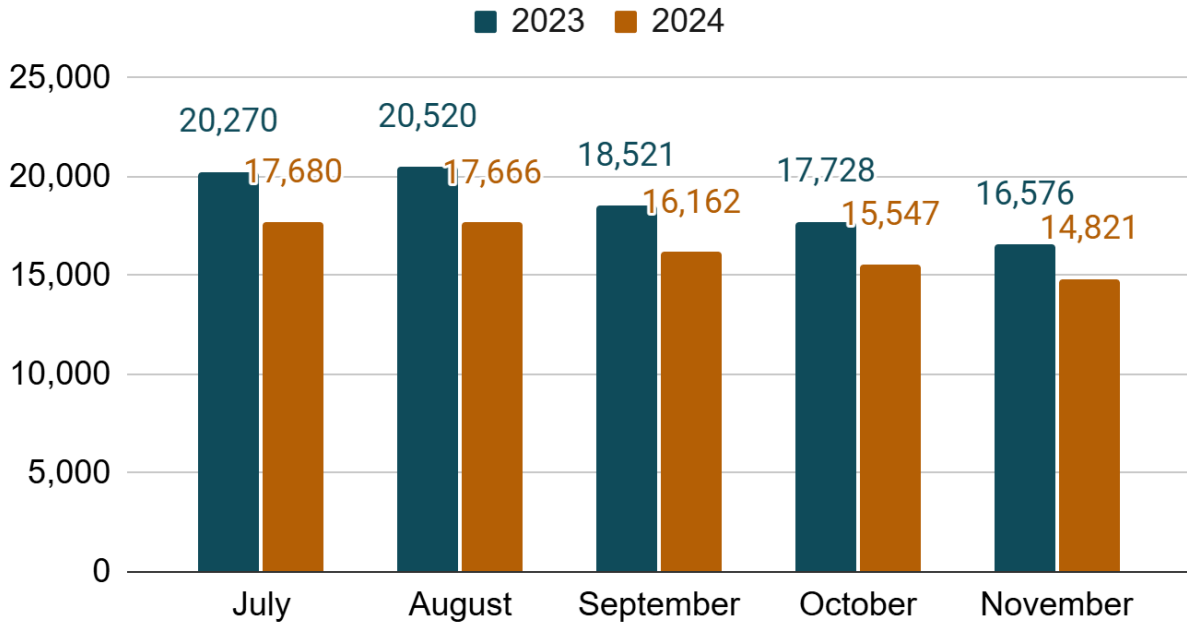Submitted by Michelle Brandone
December 11, 2024

- For most of November, Information Services has worked on streamlining the way we place our monthly book orders. After talking to circulation, tech services (Monica), my team and admin we have a new ordering plan for 2025. The plan is focused on making the book order more manageable for staff both placing and processing the books and is modeled on the way Youth Services places their book order. The plan also highlights the need to order new releases 2 months ahead, make sure we are collecting across genre and that we are using best collection practices. By February we should be back on schedule ordering new releases.

- At the beginning of November, the County updated the system we use to print. This change was spurred by 4CLS changing the third-party print release system they use. Printing was down for few days in the month and staff did an excellent job dealing with the pressures of teaching the public a new process, making new signage/instructions and managing the inevitable problems of updating a system. Thanks in particular go to Kathleen and Michaela for troubleshooting various issues. We have been working closely with Michael Billek at Broome County IT, and he has been very responsive to fixing our tech issues and working with Envisionware and Four County Library System. Although changing the system was a somewhat arduous process, I believe it is an improvement on the old system.

- On 11/15 I met with Kelsey in order to prepare for the lapsit storytime that I will offer on Thursday mornings starting in December.

- The department has started to plan programming for the new year. Our goal is to draw up a calendar outline of events/celebrations so that we can be planning programming 2 to 3 months ahead of time. Currently we are working on reaching out to program presenters for our yearly program calendar and our celebration of Black History month. Michaela has made a calendar of "Take and Make" crafts that will happen monthly starting in December and we plan to restart other successful programs the department has done in the past like Queer Coffee Hour.

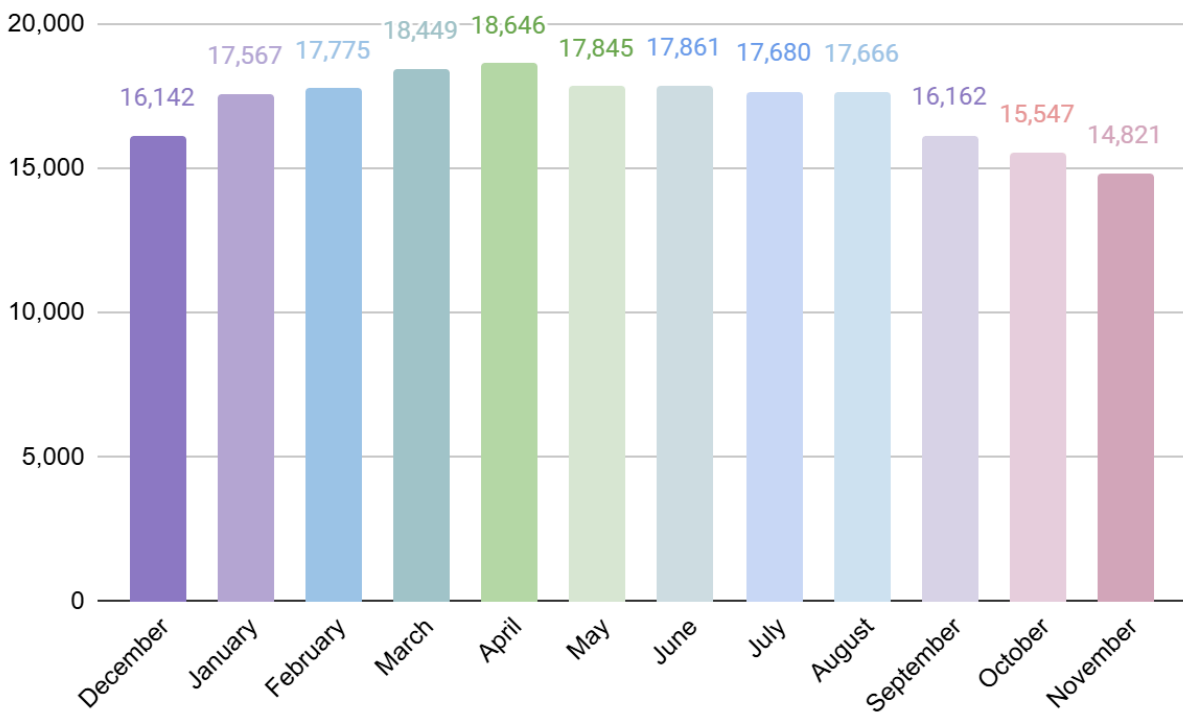# Data Analytics Monthly Report (November 2024)
Submitted by Laura Haynes

Circulation:

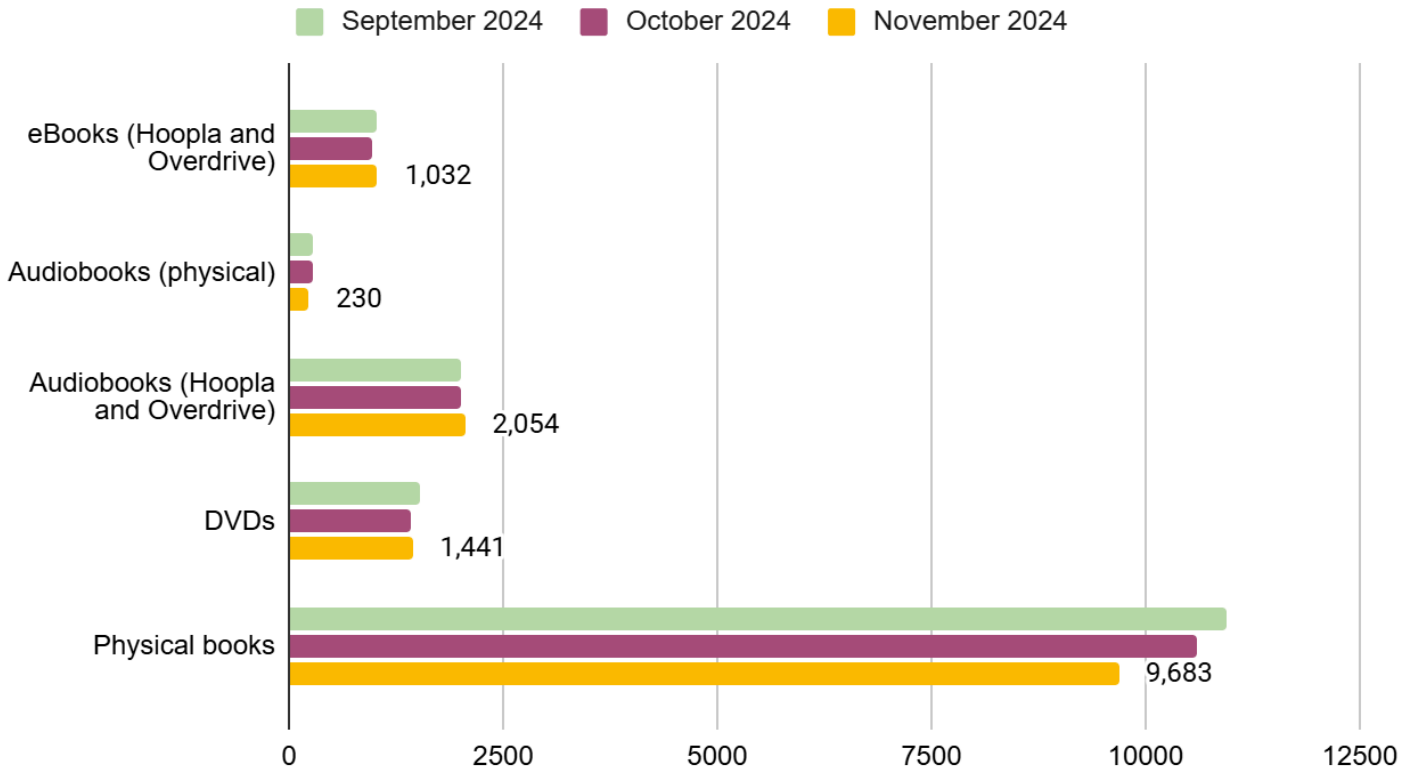### Circulation declined year to year for these five months.

■ 2023 ■ 2024

Month	2023	2024
July	20,270	17,680
August	20,520	17,666
September	18,521	16,162
October	17,728	15,547
November	16,576	14,821

This graph shows the circulation stats for the past year:

Month	Value
December	16,142
January	17,567
February	17,775
March	18,449
April	18,646
May	17,845
June	17,861
July	17,680
August	17,666
September	16,162
October	15,547
November	14,821

Circulation by format:

Circulation continues to decline for physical books. Digital resources showed a slight increase, perhaps due to the weather getting colder.
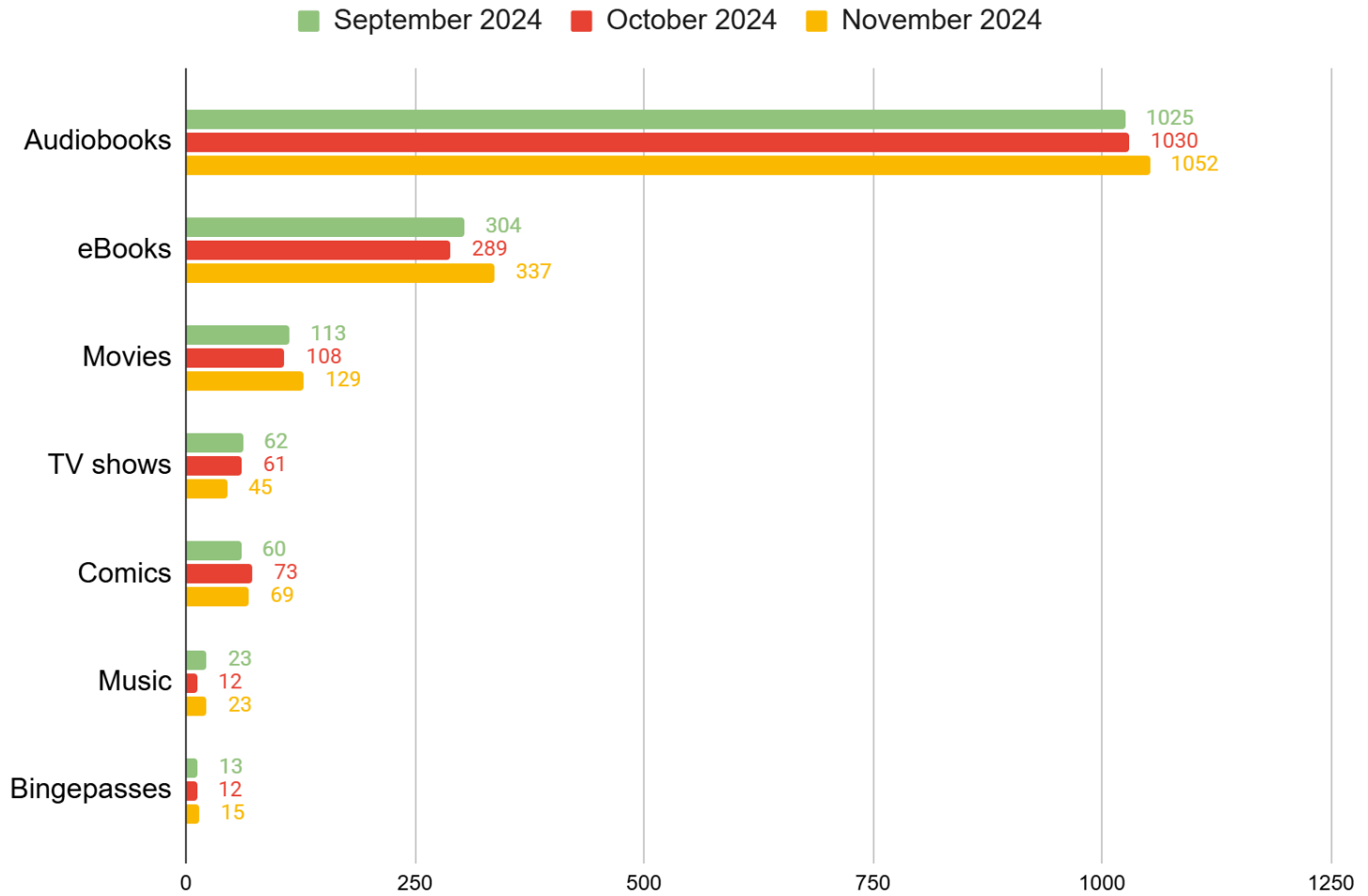
Legend: September 2024, October 2024, November 2024

Format	Value
eBooks (Hoopla and Overdrive)	1,032
Audiobooks (physical)	230
Audiobooks (Hoopla and Overdrive)	2,054
DVDs	1,441
Physical books	9,683

X-axis: 0, 2500, 5000, 7500, 10000, 12500

Hoopla Circulation:

Hoopla circulation increased slightly.

Month	Value
December 2023	1165
January 2024	1311
February 2024	1262
March 2024	1332
April 2024	1475
May 2024	1518
June 2024	1550
July 2024	1595
August 2024	1679
September 2024	1600
October 2024	1585
November 2024	1670

X-axis: 0, 500, 1000, 1500, 2000

Hoopla Circulation by format:

Format	September 2024	October 2024	November 2024
Audiobooks	1025	1030	1052
eBooks	304	289	337
Movies	113	108	129
TV shows	62	61	45
Comics	60	73	69
Music	23	12	23
Bingepasses	13	12	15

Libby Circulation for eBooks, Audiobooks, and Magazines over the last year:
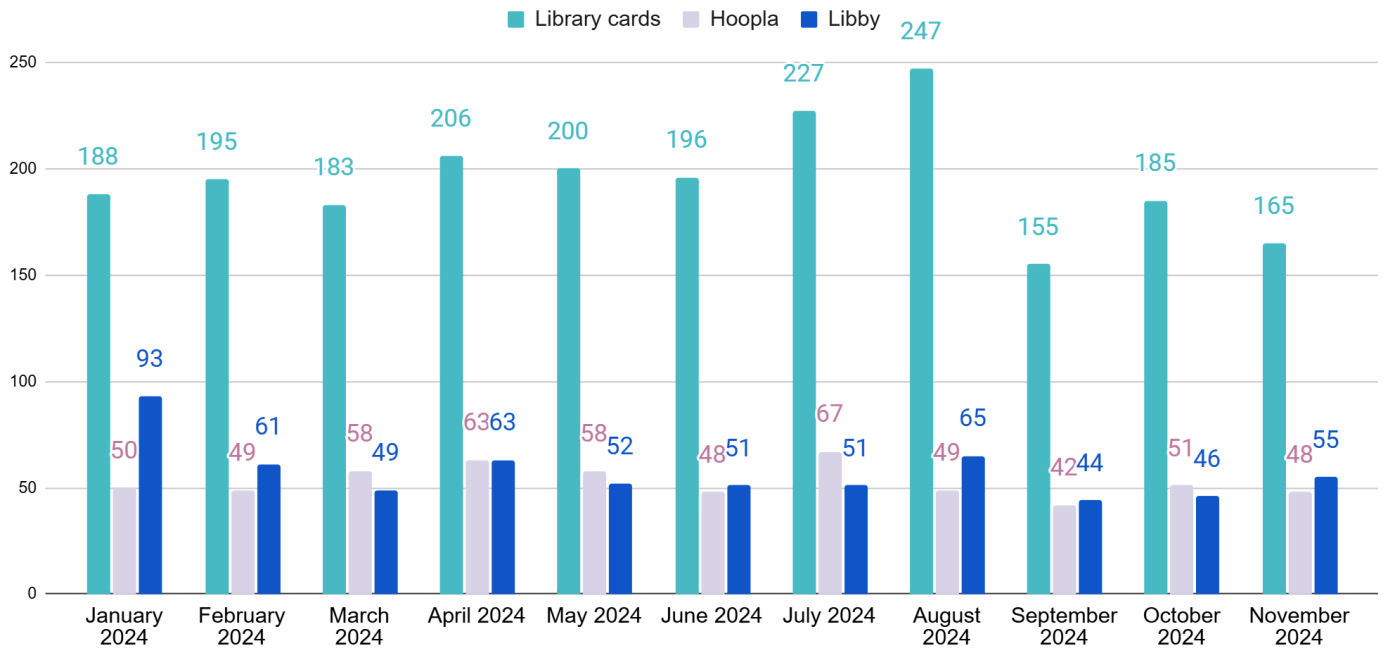
All categories showed an increase in November.

1002
695 719
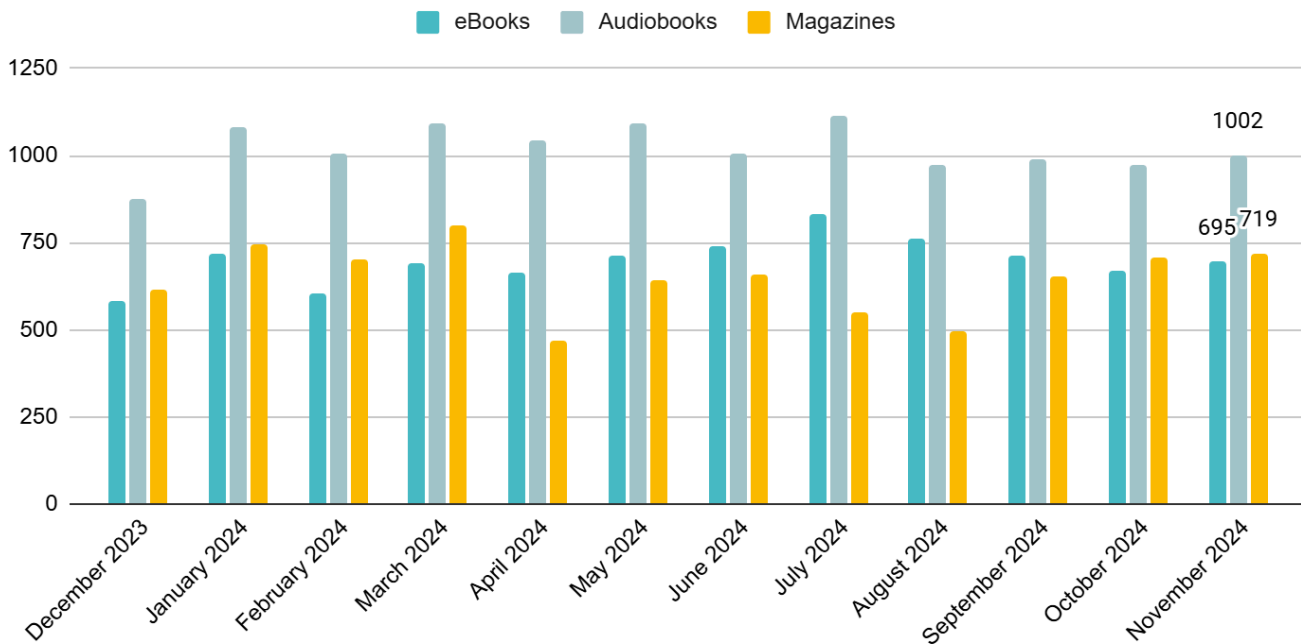
Door Count
We are doing great with our door count.

■ 2023 ■ 2024

	August	September	October	November
2023	23,084	21,280	22,240	21,840
2024	23,715	20,286	23,630	23,690
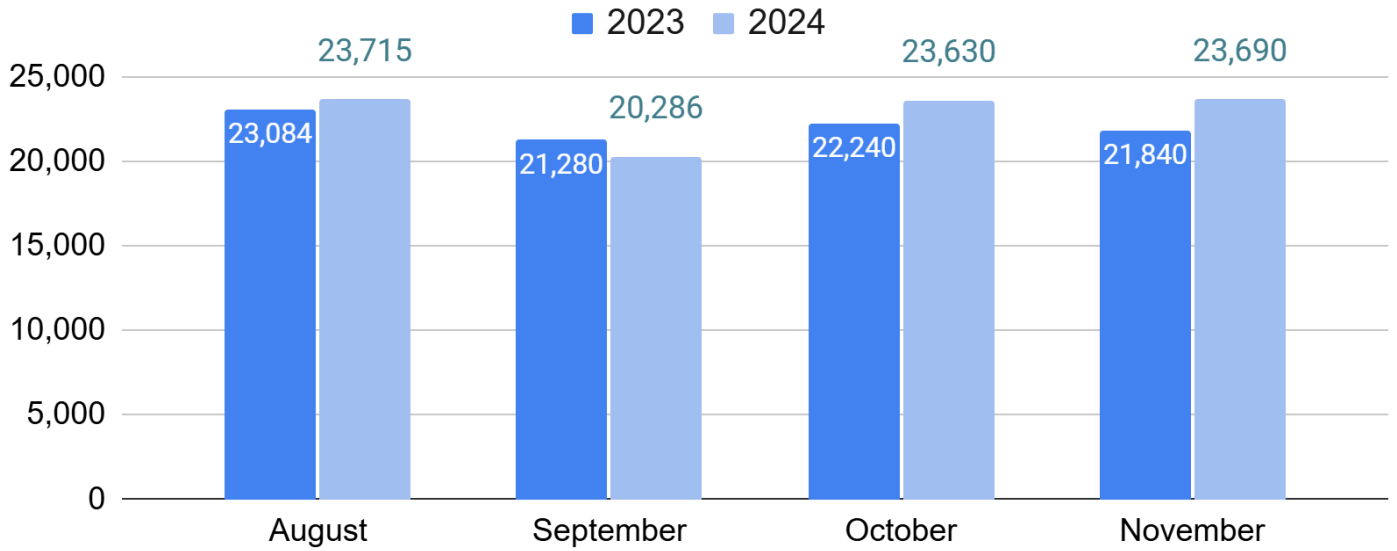
New Patron Registration (Library cards, hoopla, and Libby):

■ Library cards ■ Hoopla ■ Libby

	Library cards	Hoopla	Libby
January 2024	188	50	93
February 2024	195	49	61
March 2024	183	58	49
April 2024	206	63	63
May 2024	200	58	52
June 2024	196	48	51
July 2024	227	67	51
August 2024	247	49	65
September 2024	155	42	44
October 2024	185	51	46
November 2024	165	48	55

Website Analytics:

Total sessions:

Website traffic decreased.

Month	Sessions
December	6,586
January	9,127
February	8,681
March	10,203
April	9,029
May	7,698
June	8,405
July	8,929
August	8,474
September	7,916
October	8,469
November	7,808
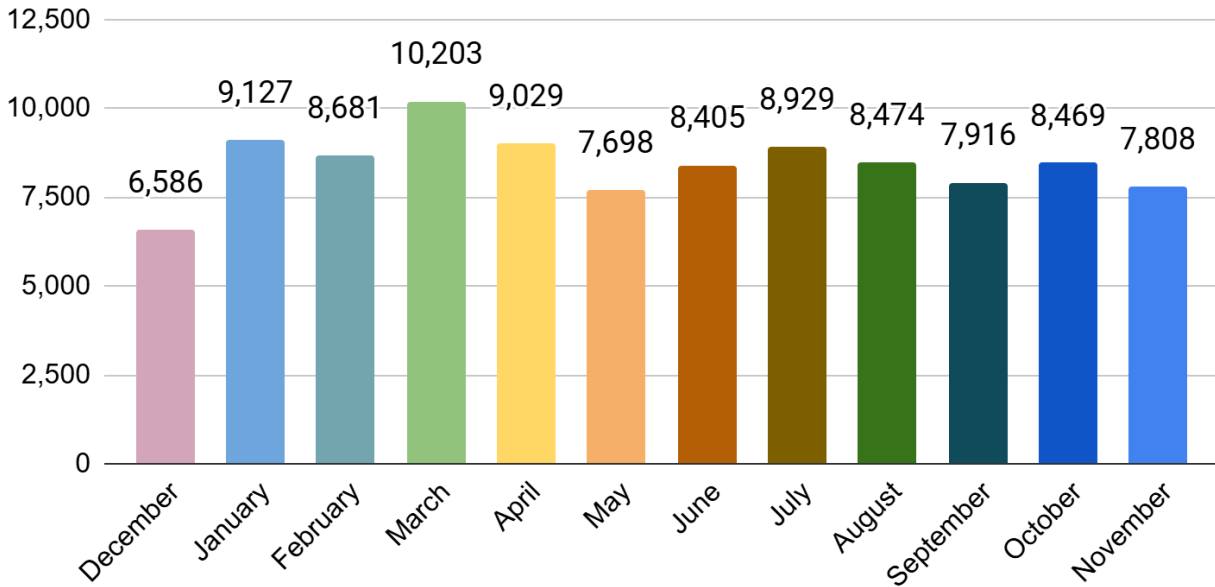
Pageviews:

This graph shows total pageviews for the past 12 months.

Month	Pageviews
December	14,390
January	19,842
February	21,497
March	23,644
April	21,213
May	18,438
June	19,180
July	18,431
August	19,701
September	19,232
October	18,572
November	18,454
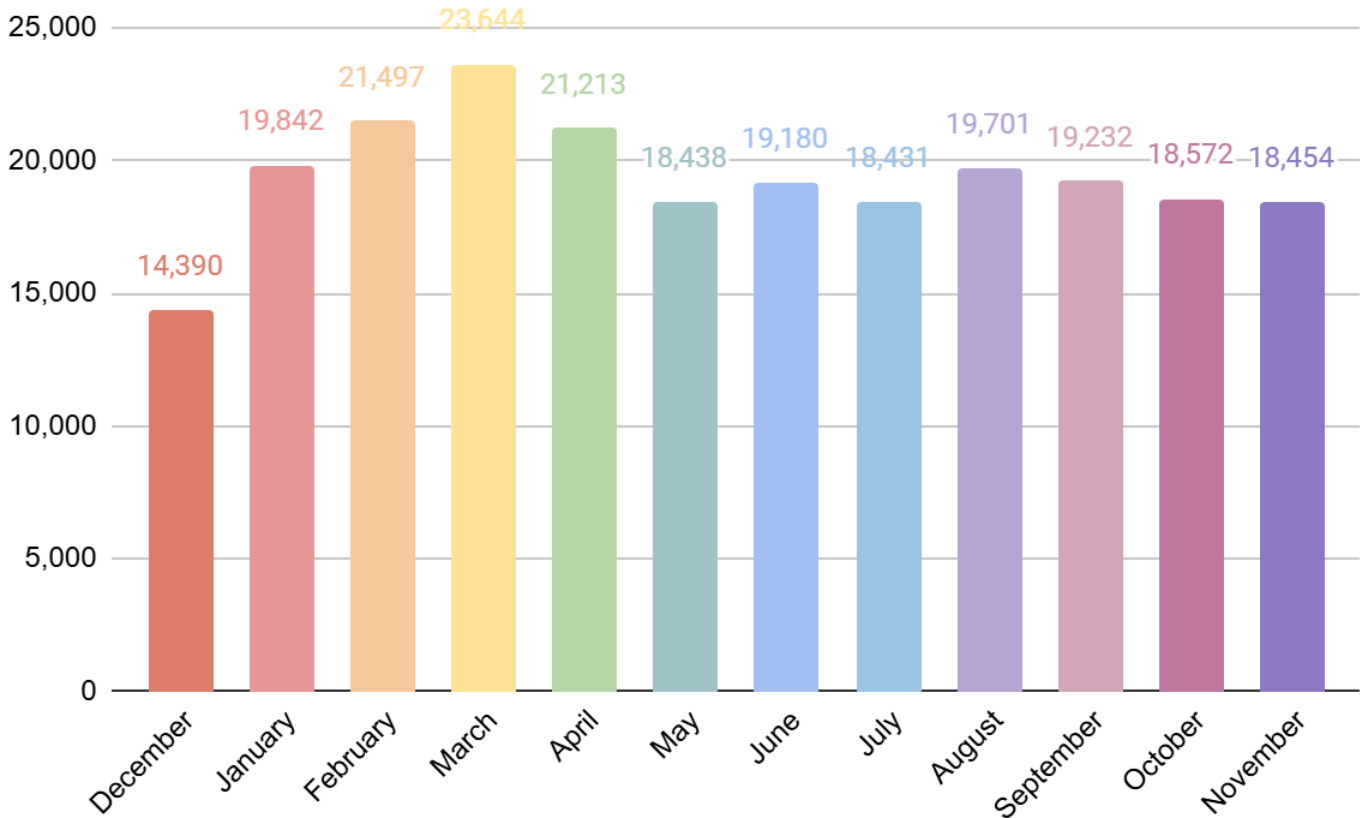
This graph shows a breakdown of views for the most popularly accessed pages in November.

Page	Views
Home	9,324
Upcoming Events	1,718
Month Calendar	1,002
Friends of the Library	226
Early Voting	207
Kids	197
How Do I?	168
Reserve a Room	166
eBooks and Audiobooks	155
Contact Us	153
Local History	146
Wooden Sign Craft Night	145
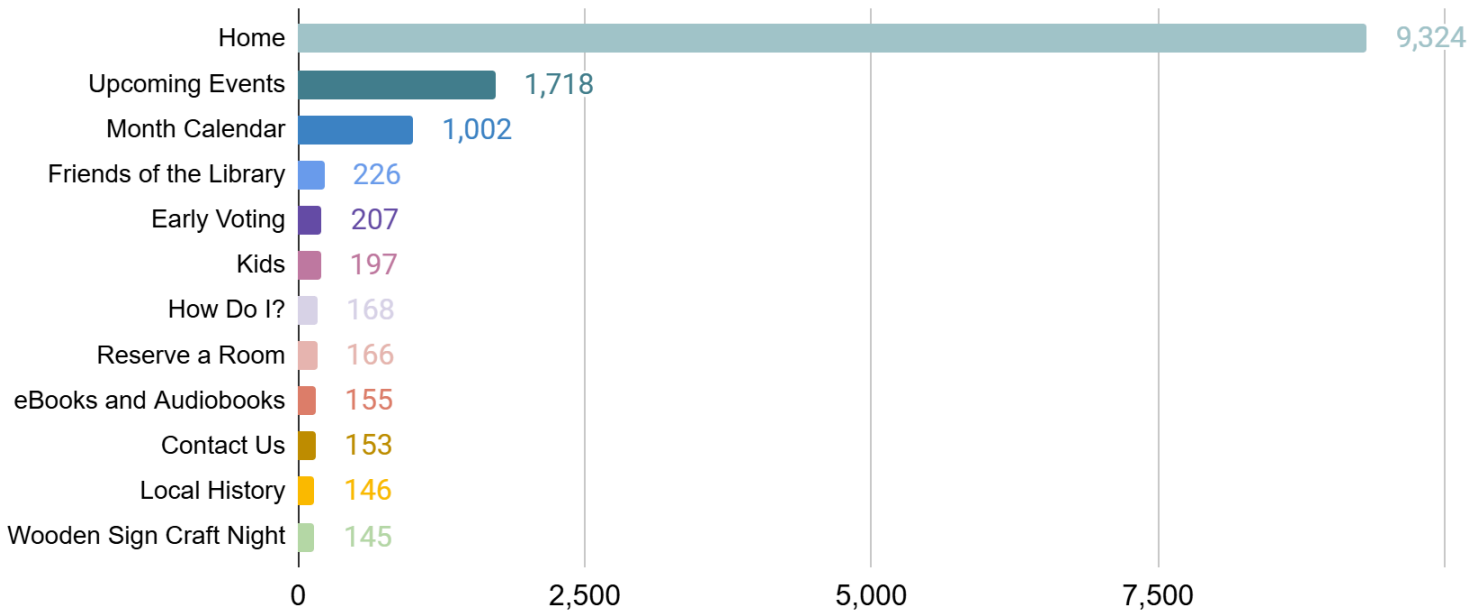
The total number of website users decreased.

New users   Total users

Month	New users	Total users
May 2024	4454	4941
June 2024	4933	5404
July 2024	4889	5404
August 2024	5168	5675
September 2024	4669	5149
October 2024	5017	5488
November 2024	4481	4941
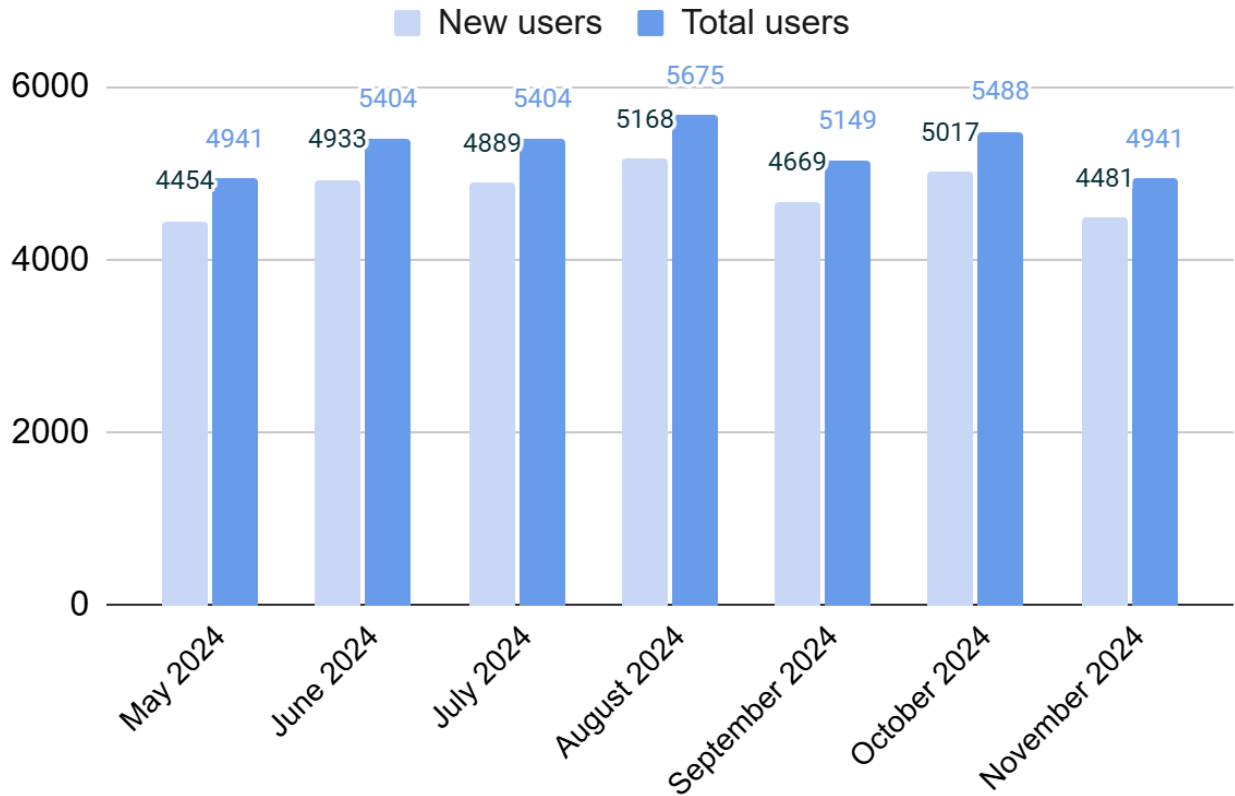
Number of Wireless Sessions:

Wireless sessions increased sharply. This could also be due to the cold weather.
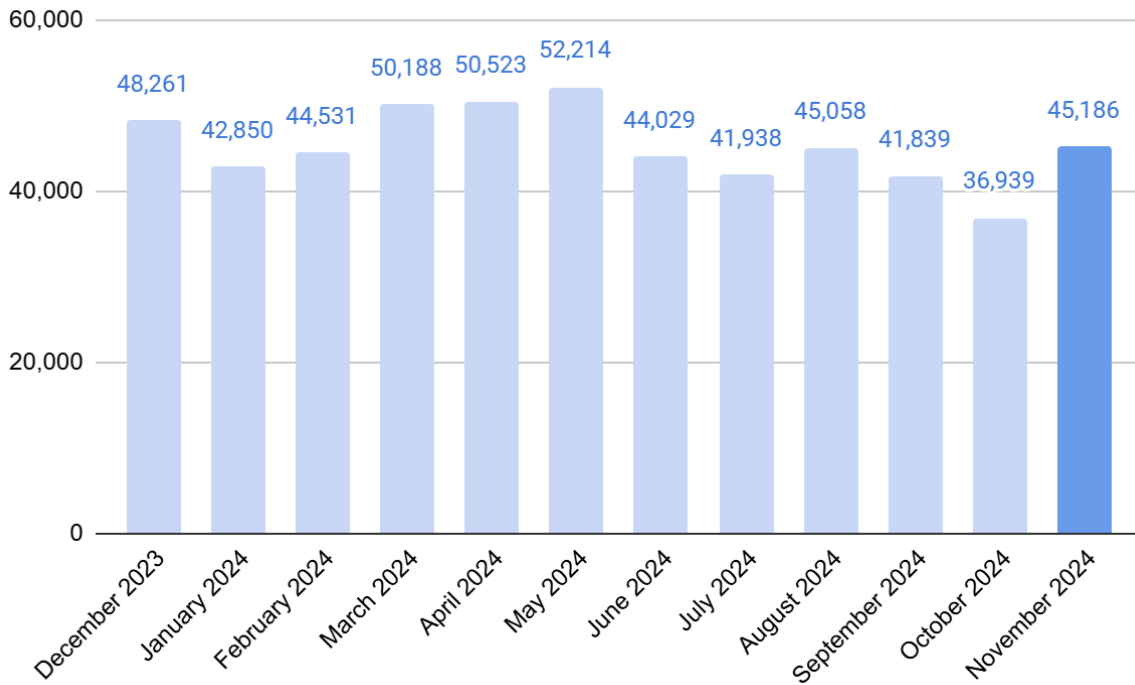
Public computer usage module has changed and we don't have training on how to retrieve the statistics at this time.

Social Media:

The number following each category is the amount of posts in that category.
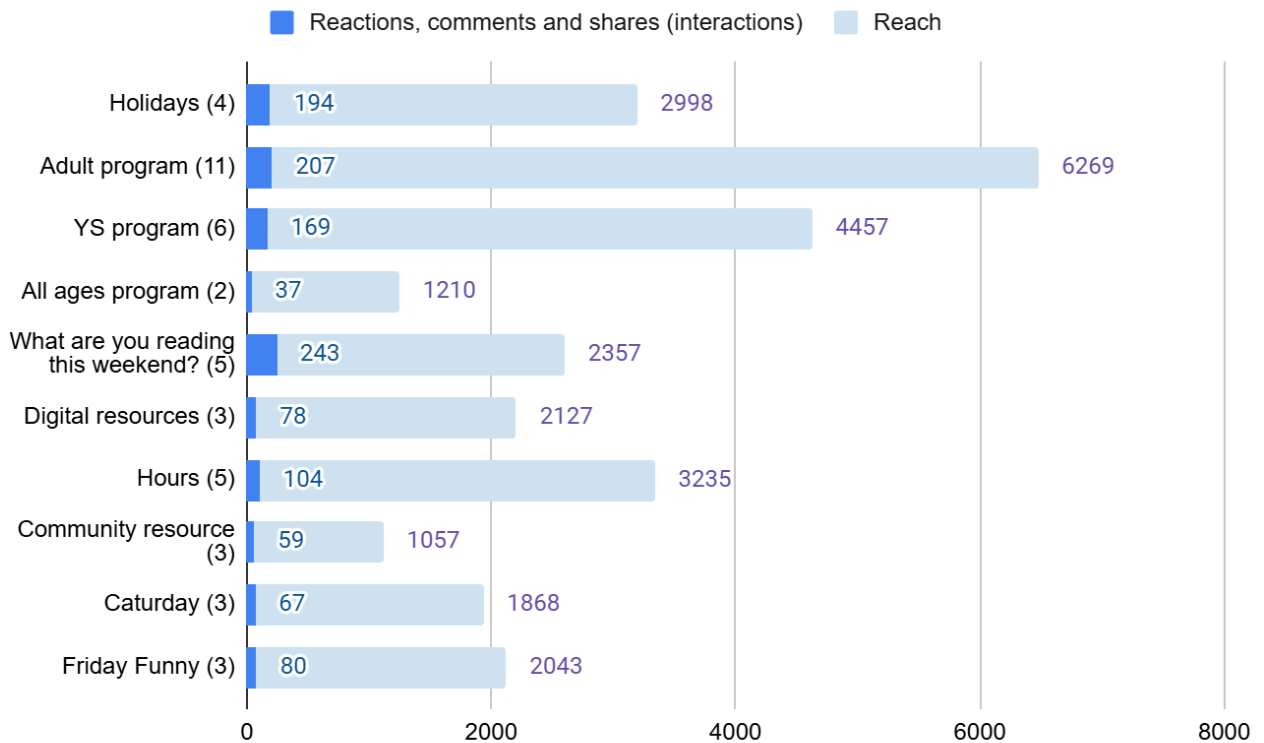
The most popular post in November, with a total reach of 1,969 and 148 likes, shares, and reactions, was the post about Transgender Awareness Week. I think this says a lot about our followers and what moves them.

Adult program attendance:

Program attendance increased despite the number of programs staying the same.
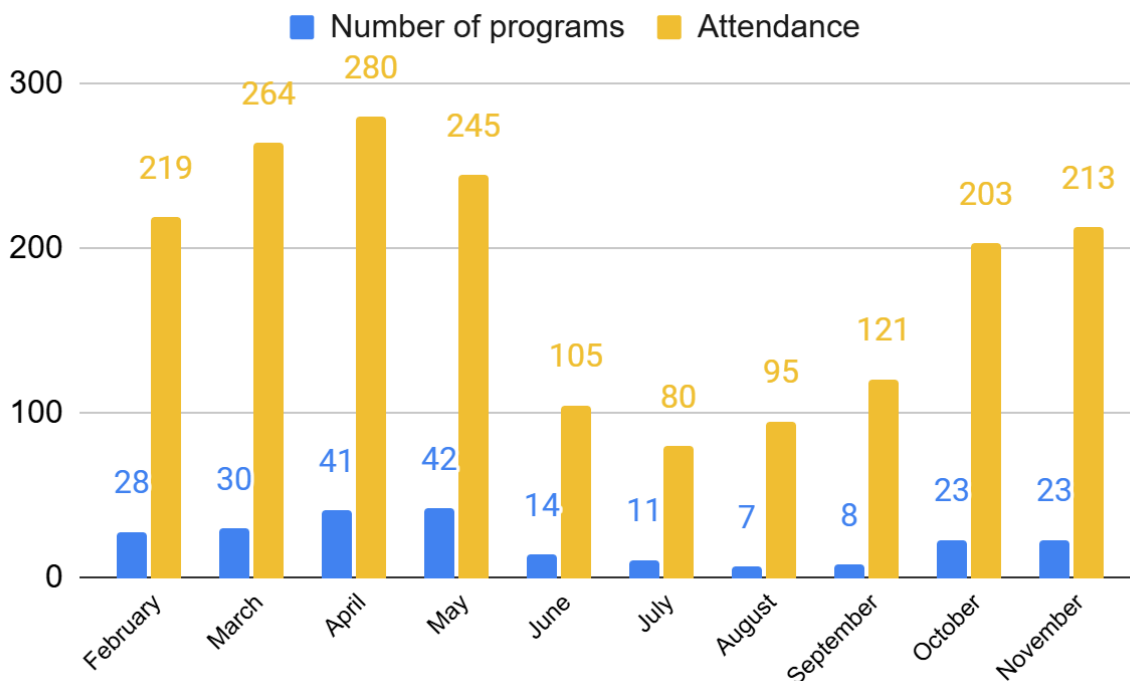
Reference:

Reference transactions declined.

Legend: ■ In person ■ Phone ■ Computer Help

Month	In person	Phone	Computer Help
August	612	154	290
September	823	298	330
October	792	364	271
November	662	237	261
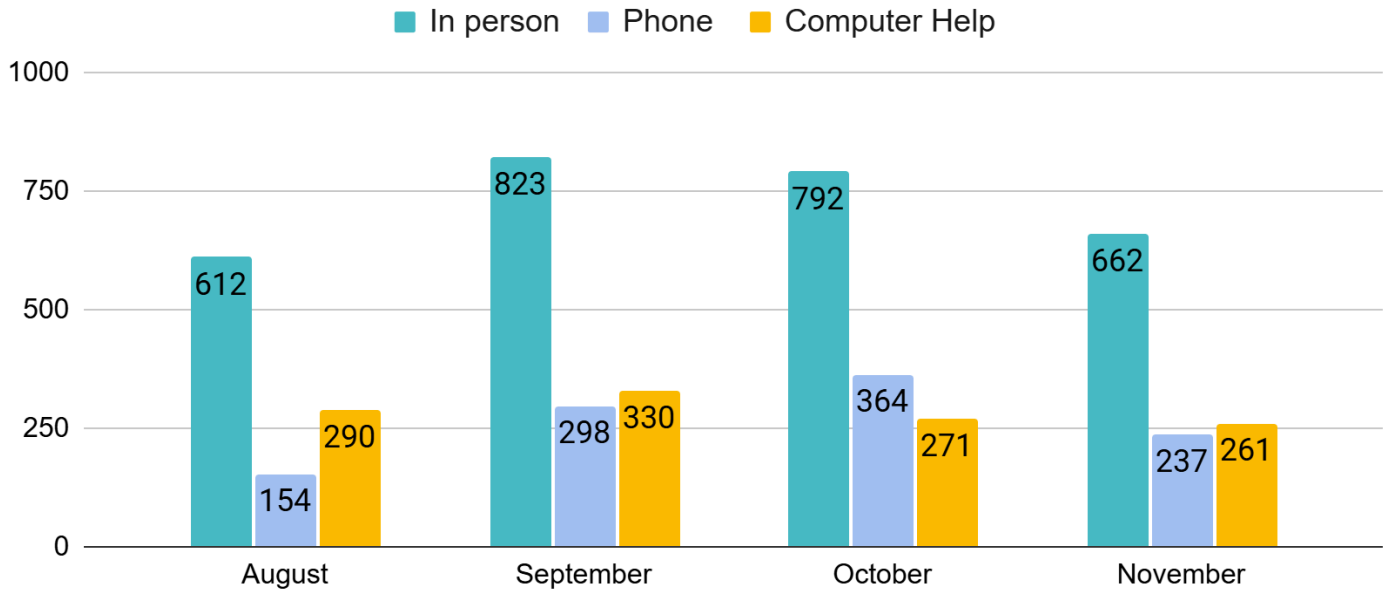
Peer support:

For peer support, door count means foot traffic per month. Support given entails a number of things including providing a listening ear, usage of the room's phone, a number of hygiene items distributed, and printing social services documents for people. Referrals include organizations like ACBC, the VA, community meals and food banks, the Office of the Aging, and United Way. I will include November's statistics in a following report.

Legend: ■ Door count ■ Support given ■ Referrals

Month	Door count	Support given	Referrals
September 2024	467	304	49
October 2024	460	231	45
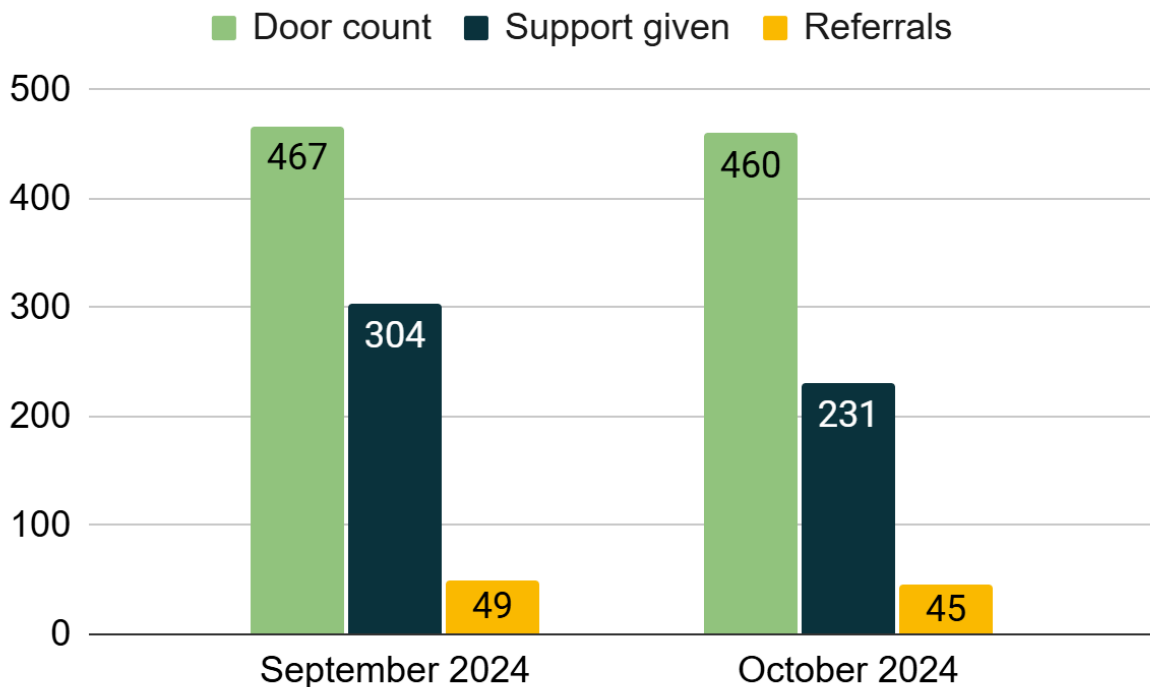
Circulation

Submitted by Kathleen Shores

- Full-time Circulation Clerk, Emma Wagaman, provided 49.00 hours of desk coverage/additional help to Youth Services.
- Full-time Circulation Clerk, Ethan Mellen, provided 52.50 hours of desk coverage/additional help to Youth Services.

- The Circulation desk issued 81 guest passes to residents of Binghamton, Endicott, Johnson City, and Vestal. 20 guest passes were issues to visitors from other states such as Florida, Georgia, Michigan, Montana, North Carolina, and Texas.

Library Card Registrations

Physical library card registrations for adults, young adults, and juveniles:

- July 2023 – 175
- August 2023 – 186
- September 2023 – 189
- October 2023 – 143
- November 2023 – 127
- December 2023 – 124
- January 2024 – 147
- February 2024 – 157
- March 2024 – 159
- April 2024 – 171
- May 2024 – 172
- June 2024 – 171
- July 2024 – 208
- August 2024 – 218
- September 2024 – 129
- October 2024 – 138
- November 2024 – 144

Electronic library card registrations:

- July 2023 – 29
- August 2023 – 38
- September 2023 – 19
- October 2023 – 24
- November 2023 – 26
- December 2023 – 20
- January 2024 – 41
- February 2024 – 38
- March 2024 – 24
- April 2024 – 35
- May 2024 – 25

- June 2024 – 25
- July 2024 – 19
- August 2024 – 29
- September 2024 – 26
- October 2024 – 18
- November 2024 – 21

November 2024 Youth Services Board Report

<u>Notable things to report in Youth Services</u>:

- Michelle Ford will continue to be absent for the foreseeable future so the Youth Services desk will continue to be unattended at times. Program offerings will remain limited. I will need to continue working overtime hours to keep up with the double workload.
- Thank you to Kathleen for continuing to provide substantial coverage for the Youth Services Department. The Department could not function without all the support the Circulation Department provides. Thank you also to Michelle Brandone and Monica for kindly offering support for the Department.
- Violet attended the NYLA Annual Conference this year and returned with many ideas for future programs and services, including a way to reinvent our Summer Reading Program.
- Substitute librarian Tammy Cummings has started running Raspberry Pi classes for the Department. The first two classes were a success and there is a great deal of interest in future classes. Tammy has also started working a few hours a week in the Youth Services Department which has been incredibly helpful.
- Substitute librarian Sarah Reid is now assisting with children's book selection which is also incredibly helpful.
- We have been experimenting with different days and times to see when works best for families to have story times. With varying levels of success, we hope to build upon our numbers by continuing to offer multiple sessions a week in December. We now are offering Lapsit Story Time for ages 0-3, Toddler Story Time for ages 2-3, and Preschool Storytime for Ages 3-6.
- Bilingual French story time is currently being offered once a month. We have had difficulty finding an audience for the program, despite the fact that we believe bilingual programs are needed within the community. We hope that by continuing to offer the program and increasing advertising efforts more patrons will attend.
- Family Game Night has been exceptionally fun for the small group of patrons who have been attending. Playing games has given kids who are normally more on the shy side the chance to get out of their comfort zone and play with others they likely would not have interacted with otherwise.
- Teen Craft and Chat has been a wonderful success with many returning patrons. Over the past year, attendance has grown from around four patrons to consistently eight or more, even prompting us to bring in more chairs to accommodate the growing numbers. A particular success to highlight has been watching teens making connections that continue to foster outside of library programming.

- Attendance for in person programs:
  - Every Monday-Thursday-Borrow a Grandparent-Average attendance of 4
  - Every other Saturday-LEGO Club-Average attendance of 38
  - Every other Saturday-Therapy Dogs-Average attendance of 37
  - Weekly Teen Craft & Chat-Average attendance of 9
  - Weekly Tween Book Club-Average attendance of 7

- ○ Weekly Family Game Night-Average attendance of 6
- ○ Family Story Time-Average attendance of 3
- ○ November 7-Family Movie Night: Inside Out 2-Attendance of 2
- ○ November 9 & 23-Raspberry Pi Classes-Average attendance of 5
- ○ November 16 Teen D&D: Cancelled due to instructor illness

<u>Upcoming in Youth Services:</u>

- Thanks to Michelle Brandone, Lapsit Story Times will be restarting on Thursday, December 5.
- Upcoming Programs:
  - ○ Every Monday-Borrow a Grandparent, Teen Craft & Chat
  - ○ Every Tuesday-Borrow a Grandparent, Family Game Night
  - ○ Every Wednesday-Toddler Story Time, Preschool Story Time, Borrow a Grandparent
  - ○ Every Thursday-Lapsit Story Time, Grab-N-Go Craft, Borrow a Grandparent, Movie Night
  - ○ Every Friday-Teen programming
  - ○ Every other Saturday-LEGO Club
  - ○ Every other Saturday-Therapy Dogs
  - ○ December 5-Wooden Sign Craft for all ages
    - ■ This program is a collaboration with the Information Services Department.
  - ○ December 5-Family Movie Night: Ice Age
  - ○ December 12: Rainbow Pride Story Time
  - ○ December 19: Teen Movie Night: High School Musical
  - ○ December 7 & 21-Art Classes with Mike
  - ○ Youth Services staff will offer additional programs during the school winter break. We no longer have the capacity to offer Grab-N-Go bags for children and teens.
    - ■ December 27-Family Movie Day: The Wild Robot
    - ■ December 27-Raspberry Pi Classes
    - ■ December 28-STEAM Activities
    - ■ December 31-New Year's Eve Crafts

Respectfully submitted by
Kelsey Matoushek
Librarian II