

| Account | Budgeted | Collected | Remaining | | |
|--|------------------|---------------------|-------------|------------------|-----------|
| Revenue | | | | | |
| 5000100 LIBRARY COPY FEES | 8,600 | 9,044.65 | 105% | -444.65 | -5% |
| 5000177 RENTALS & FEES | 11,600 | 6,780 | 58% | 4,820 | 42% |
| 5000189 OTHER LOCAL GOVERNMENTS | 773,785 | 773,785.00 | 100% | - | 0% |
| 5000312 RENTAL CHARGEBACKS | 17,000 | 47,000 | 276% | -30,000 | -176% |
| 5000426 MISCELLANEOUS | 15,000 | 8,740.00 | 58% | 6,260.00 | 42% |
| 5000431 MISCELLANEOUS | 15,000 | - | 0% | 15,000 | 100% |
| 5000451 INTEREST AND EARNINGS | 9,000 | 2,040.77 | 23% | 6,959.23 | 77% |
| 5000470 VENDING MACHINE | 1,000 | 102.63 | 10% | 898.37 | 90% |
| 5000471 COMMISSIONS | 800 | - | 0% | 800 | 100% |
| 5000530 REFUNDS OF PRIOR YEARS EXPENDI | - | 1,806.07 | | -1,806.07 | |
| 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 | 90,300.00 | 113% | -10,672.00 | -13% |
| 5000952 ARRA DEBT REIMBURSEMENT | 496 | 496.52 | 100% | -0.52 | 0% |
| Total Revenue (operating): | 2,331,166 | 2,339,660.10 | 100% | -8,493.10 | 0% |

| 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 | 340,221 | 90% | 37,802 | 10% |
| 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% |
| COMMUNITY FOUNDATION #2 (Friends) | 2,000 | - | 0% | 2,000 | 100% |
| KLEE GRANT (Friends) | 80,000 | 50,000 | 63% | 30,000 | 38% |
| Projects & Grants Revenue | 790,041 | 713,802 | 90% | 76,239 | 10% |

| Account | Budgeted | Collected | Remaining | | |
|--|------------------|---------------------|-------------|------------------|-----------|
| | Revenue | | | | |
| 5000100 LIBRARY COPY FEES | 8,600 | 9,044.65 | 105% | -444.65 | -5% |
| 5000177 RENTALS & FEES | 11,600 | 6,780 | 58% | 4,820 | 42% |
| 5000189 OTHER LOCAL GOVERNMENTS | 773,785 | 773,785.00 | 100% | - | 0% |
| 5000312 RENTAL CHARGEBACKS | 17,000 | 47,000 | 276% | -30,000 | -176% |
| 5000426 MISCELLANEOUS | 15,000 | 8,740.00 | 58% | 6,260.00 | 42% |
| 5000431 MISCELLANEOUS | 15,000 | - | 0% | 15,000 | 100% |
| 5000451 INTEREST AND EARNINGS | 9,000 | 2,040.77 | 23% | 6,959.23 | 77% |
| 5000470 VENDING MACHINE | 1,000 | 102.63 | 10% | 898.37 | 90% |
| 5000471 COMMISSIONS | 800 | - | 0% | 800 | 100% |
| 5000530 REFUNDS OF PRIOR YEARS EXPENDI | - | 1,806.07 | | -1,806.07 | |
| 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 | 90,300.00 | 113% | -10,672.00 | -13% |
| 5000952 ARRA DEBT REIMBURSEMENT | 496 | 496.52 | 100% | -0.52 | 0% |
| Total Revenue (operating): | 2,331,166 | 2,339,660.10 | 100% | -8,493.10 | 0% |

| 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 | 340,221 | 90% | 37,802 | 10% |
| 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% |
| COMMUNITY FOUNDATION #2 (Friends) | 2,000 | - | 0% | 2,000 | 100% |
| KLEE GRANT (Friends) | 80,000 | 50,000 | 63% | 30,000 | 38% |
| Projects & Grants Revenue | 790,041 | 713,802 | 90% | 76,239 | 10% |

Frequently Referenced People and Terms

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

Finances/Budget

- The December financials are attached. These aren't the final 2022 reports yet because we still have outstanding revenue and encumbered expenses.
 - We are over budget on revenue due to the Assigned Counsel rent and because we budgeted for reduced State Aid that was subsequently restored. We are under our projection on several accounts:
 - 5000431 – This is the revenue side of the Books for Babies pass-through grant (6004147).
 - 5000312 – This is lower than we projected because we've stopped charging for meeting rooms in accordance with our new policy.
 - 5000426 – This is the line for fines and fees and it's lower than projected because we eliminated overdue fines.
 - 5000470 - This is our share of revenue from the vending machine. The County allowed the contract to lapse during COVID and then went with a different vendor. I expect that we will be back to normal levels next year.
 - 5000471 – Before COVID, we received a share of revenue collected by the vendor from our copier. Despite our best efforts, we have been unable to collect the revenue this year, and the vendor has no interest in renewing their contracts or continuing this arrangement. Going forward, I would like to view this as another service that we are providing to our patrons at cost rather than a revenue source and choose a new vendor accordingly. We did budget an equivalent amount of revenue on this line for 2023, so that will need to be monitored and adjusted.
 - The contractual expenses (6004xxx) lines in the budget are where we have the most leeway and flexibility, and our focus has been on trying to spend down this portion each year. With OMB's assistance, we are able to do budget transfers from the salary and benefits lines into the contractual expenses. We already spent more than the original contractual expenses budget of \$462,787, but will be within the adjusted budget of \$485,112 once everything's posted. So, for the second consecutive year, our spending is exactly where we want it to be.

Policies

- [New York State Education Law Section 260-D](#)—which requires library trustees to complete a minimum of 2 hours of continuing education per year—went into effect on January 1st. The State is asking all Library Boards to adopt policies that comply with this requirement. The attached draft policy is based on the sample that they provided.
 - [Here is an FAQ on trustee education](#) put together by the Education Department.
 - The intent is that the primary provider of this education will be library systems. [Here is the guide](#) that the Four County Library System has put together for trustees. It includes the schedule of upcoming continuing education opportunities as well as recordings of previous workshops, both

of which count towards the requirement. Their next series of trustee orientations (which you should all take if you haven't already) begin on 1/25.

- Last year, several trustees volunteered to help review a portion of our existing policies and identify those that need to be revised before they can be posted to the new website. In general, I expect updating our existing policies and filling in the gaps where new ones are needed to be a major portion of our work together this year.

Contracts

- Digital Access to the New York Times – this is a new addition to our digital collections. It will provide unlimited free digital access to the New York Times to anyone on a Broome County computer (including our public computers) and 24 hours of free access from any computer each time a new code is generated and entered. This will be a great addition for our patrons, but it's also something that we can share with our BC colleagues, all Four County libraries, and the entire community. The annual cost is \$3,541.20.
- For years, we've had a contract with ProQuest to produce microfilm of new issues of the Press & Sun-Bulletin on microfilm. I've been looking for ways to transition us to digital access instead. The attached purchase agreement would continue the microfilm for the time being while adding digital access to the Press & Sun-Bulletin from 1904 to the present along with the full run of 7 other New York newspaper at no additional cost. This will help smooth the transition when we ultimately drop the new microfilm. The yearly cost is \$5,813.
- We have not had an MOU with the Friends of the Library for several years. The attached is based on the last active MOU with the addition of the Permanent Book Sale Room.
- Now that our carpet replacement is complete, we want to purchase and store a significant quantity of spare carpet tiles at the current contract price. This will save us money in the long run and will also ensure that replacement tiles match the originals. The total cost is \$7,183.38.

Grants and Projects

- The Tioga Downs Community Foundation rejected our proposal for accessible signage and furniture. The feedback that we received from them was that they liked our proposal but had a lot of applications and prioritized organizations who they hadn't already funded. I guess that it was inevitable that we couldn't bat 1000 forever. I'm committed to this project and plan to work with Dale Ketcham to identify another source of funding.
- On a brighter note, we have built enough of a reputation that we are being approached with funding and related partnership requests that we haven't applied for.
 - The Friends received an additional \$5,000 from the Klee Foundation for our Peer Support Partnership. This comes from discretionary funds that are allotted to their board members, in this case specifically Larry Anderson and Rich Allman. It was the direct result of inviting the Klee staff and board to visit the space and presenting them with data on the programs development and success.
 - We also received \$2,000 from the Community Foundation to run a series of Narcan trainings for our staff and the public this year. Diane Brown read an article about successful Narcan trainings at a library outside of the region, and immediately reached out to ask if we could do something similar. Three days later we had a check in hand. I see this is a significant indicator of our success building our brand as the go-to for innovative social programs. Diane is a real mover and shaker

- in our region, and the fact that she thought of BCPL as a partner to address one of her personal priorities is a very good sign.
- Similarly, we were approached about partnering on two innovative projects that are externally funded.
 - The first is a Farm to Library program to distribute fresh produce at the library free of charge. This was proposed by Kate Miller-Corcoran (also a mover and shaker!) and is being organized by one of her AmeriCorps workers. It is modeled on a successful program in the Southern Adirondack Library System, and we even have permission to use their branding and marketing materials. Kate can speak to this, but I don't know if she would have felt like she could approach BCPL with something this innovative and collaborative in the past.
 - The second is a Period Pantry program to distribute period products to the community free of charge. It is being spearheaded by the Public Defender's Office and we were simultaneously approached by several of the folks involved, including Sarah Glose (so many movers and shakers!). Apparently, we were suggested as a location and partner by the Department of Social Services.

Building/Facilities

- Our front door woes have continued. The only way to secure the building has been to disconnect the door from the automatic opener arm. This means that the entrance is no longer fully accessible. Unfortunately, it looks like it will stay this way until the door replacement is complete, and this requires warm weather in addition to navigating several layers of approvals and bureaucracy.
- Carpet installation is complete, and the capital project is fully spent down.
- The final two security cameras have been installed. One of them was paid for by the Friends of the Library. They've already been useful. Sherry and I will have access to the live feeds and archived footage will can be requested through Security. We will need to develop a policy this year and make sure that our signage is adequate.
- Our 2021-2022 Construction Aid project (bathroom renovations and door from Youth Services to the garden) is proceeding at a government pace. We've received the check for 90% of the funds from the State and will be able to deposit it once the legislature approves the project. Code approval is also needed for the door. At this point I'm telling everyone that it will happen at some point this year.

Security

- As I notified you by email, I made the decision to ban a patron in December. This is a first for me (at BCPL) and certainly not one to be celebrated, but it does mean that I'm better prepared for going through the process when necessary in the future. Unfortunately, this was not an isolated incident. We had an unprecedented level of mental-health related security incidents in November and December, and it is taking a significant toll on library staff. We've formed a working group focused on supporting and protecting staff, and I will keep you informed of our progress.
 - Broome Security is still unable to fully staff our building and has been throughout this difficult period. They have responded quickly when we've had an incident, especially when we've pushed a panic button, but the lack of a constant presence in the building is unsustainable. They are currently running their academy to train new officers with the goal of addressing their staff shortages. If they are still unable to station an officer here whenever the building is open to the

public after they make these hires, we will need to look at contracting with private security to fill in the gaps. Our chargebacks have reflected the reduction, so we do have funds left in the budget for security.

Personnel

- We are working on implementing the personnel changes that were approved as part of the 2023 budget.
 - Congratulations to Sherry on her promotion to Assistant Director! Our top priority is to hire a new Librarian III to take on her old position so that she can move full into Admin. We have some promising applications and are conducting initial interviews this week.
 - The next step is to hire a Senior Account Clerk. The exam is being offered in February and we have a list of the candidates who are taking it and will try to hire one of them provisionally in the meantime. This will be a difficult one to fill, but we do still have Jackie Nabinger in the meantime.
- We held our rescheduled staff holiday party last Friday, and it was a welcome opportunity to unwind together and enjoy each other's company. There was potluck lunch, a silly award ceremony, a gift exchange, and a game that combine Pictionary and an office chair race fit for the Olympics. In the past, the Library didn't close for holiday parties, but I think that it's important to continue this new tradition.
- I have continued my participation this year's Broome Leadership Institute and it has greatly exceeded my high expectations. I would have to say that it is the single most valuable professional development opportunity of my career to date.

Website

The new website has been successfully launched. It's beautiful from a design standpoint and already far more functional than our old site. However, there are a significant number of issues that still need to be addressed and some content that still needs to be added.

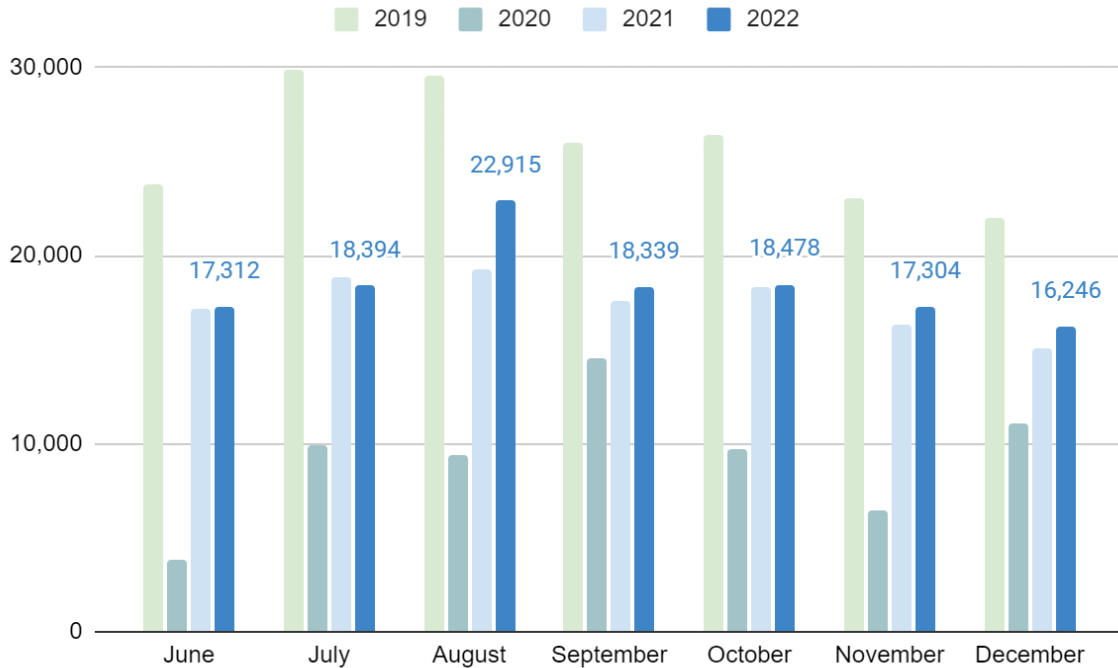
- The biggest problem is that the redirect from the old site is only works from the homepage, not from other pages on the site. This is compounded by the fact that the old site is still showing up in Google search results, though at least the new site shows up now too. This means that folks who have pages from the old site bookmarked or who scroll down and click on old pages from the Google results receive an error message. I've put a lot of effort into trying to fix this, but IT hasn't been able to add the redirect to all pages on the domain, and at this point I honestly think that the best approach is to let the new site organically replace the old one in the search results and to make sure that we widely publicize the site and answer any patrons' questions related to these issues. I would never plan a migration this way, but we have made a huge stride and sometimes a certain amount of chaos accompanies changes of this magnitude.

Data Analytics Monthly Report (January 2022)

Submitted by Laura Haynes

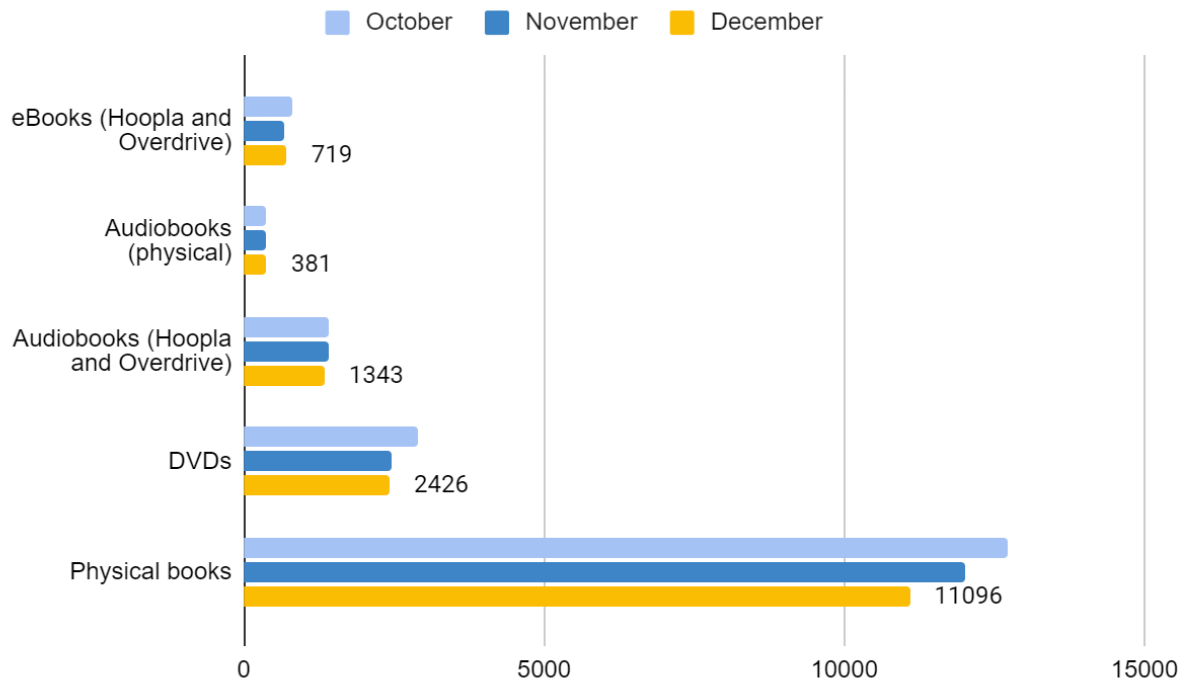
Total Monthly Circulation over the last 6 months:

Like last month, there was a drop in circulation which mirrors previous years. We continue to do better than in 2021.



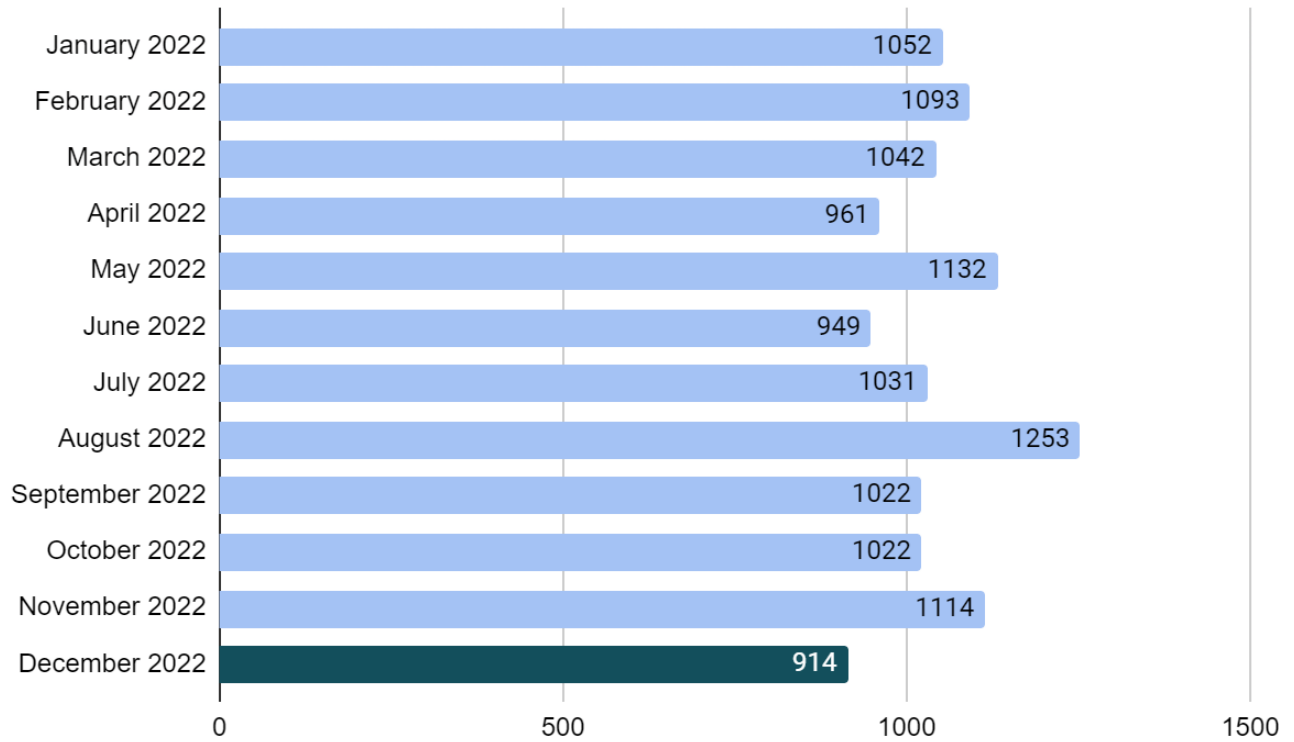
Circulation by media:

This graph shows a breakdown of circulation stats by media over the past three months.



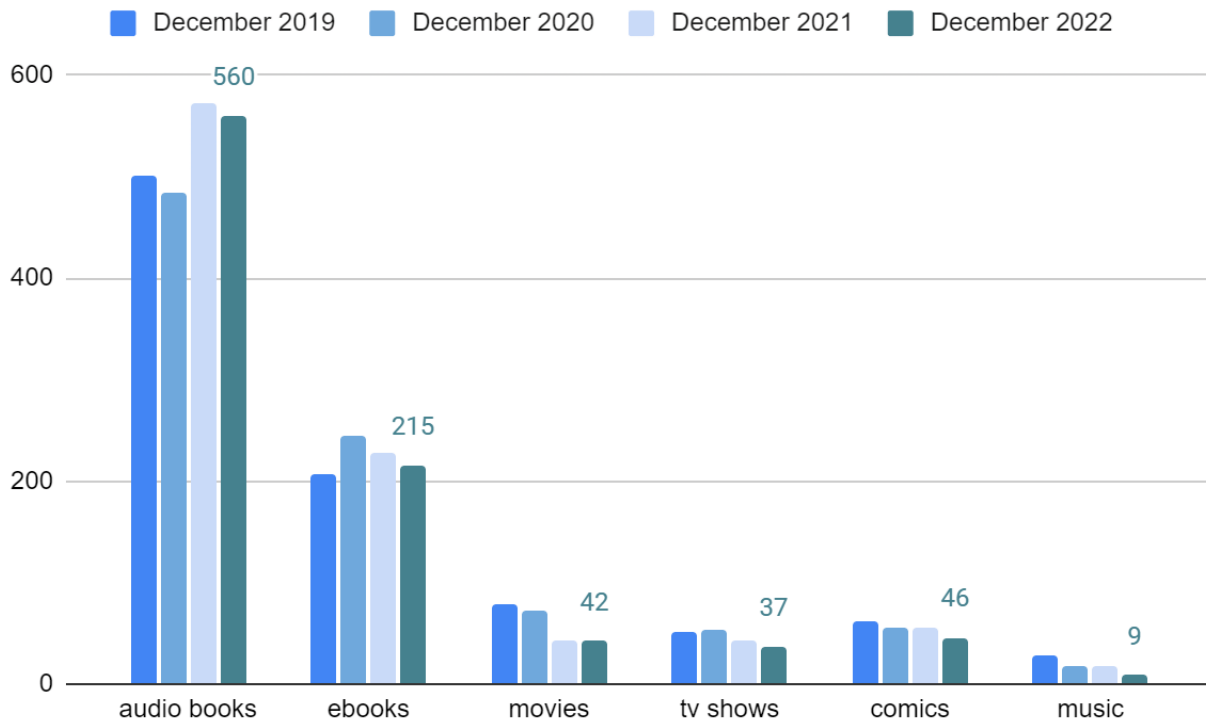
Hoopla Circulation:

Hoopla circulation decreased significantly and is at the lowest point over the past 12 months.



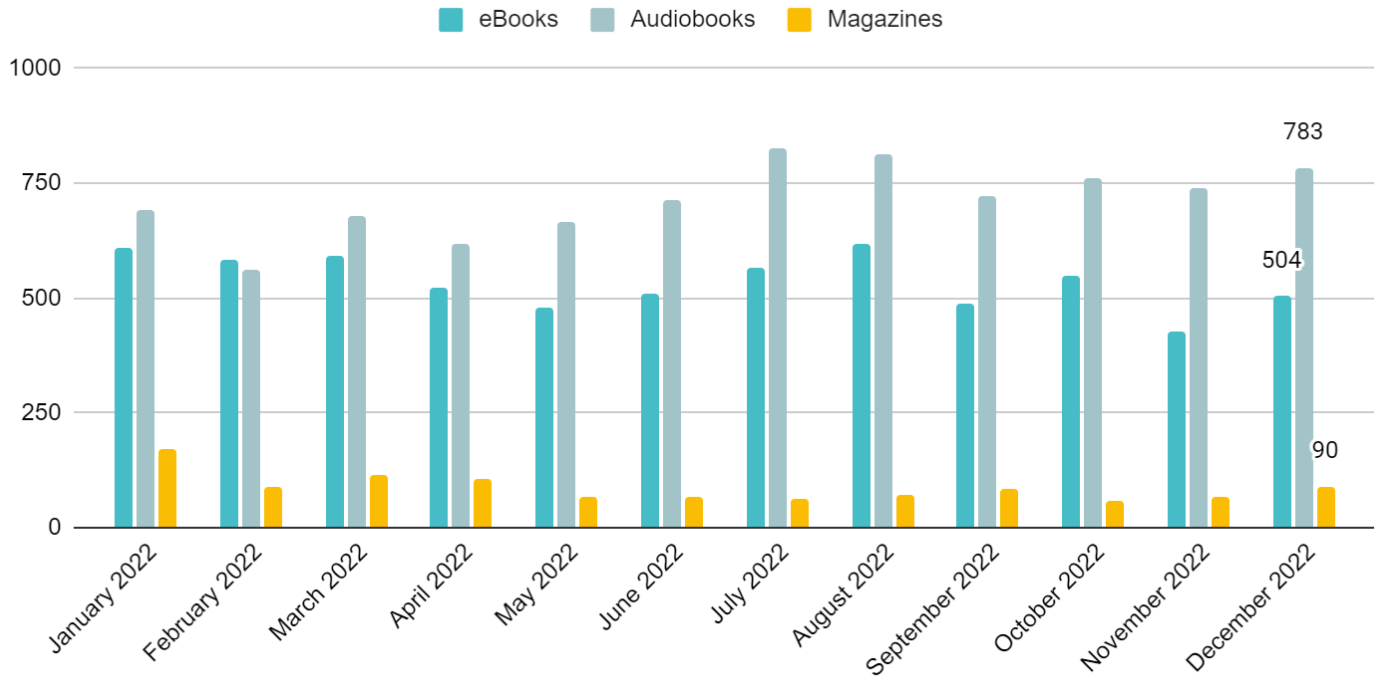
Hoopla Circulation by category:

This graph shows Hoopla circulation in the month of December over the past four years. Circulation decreased across the board for December, but audiobook usage remains high.



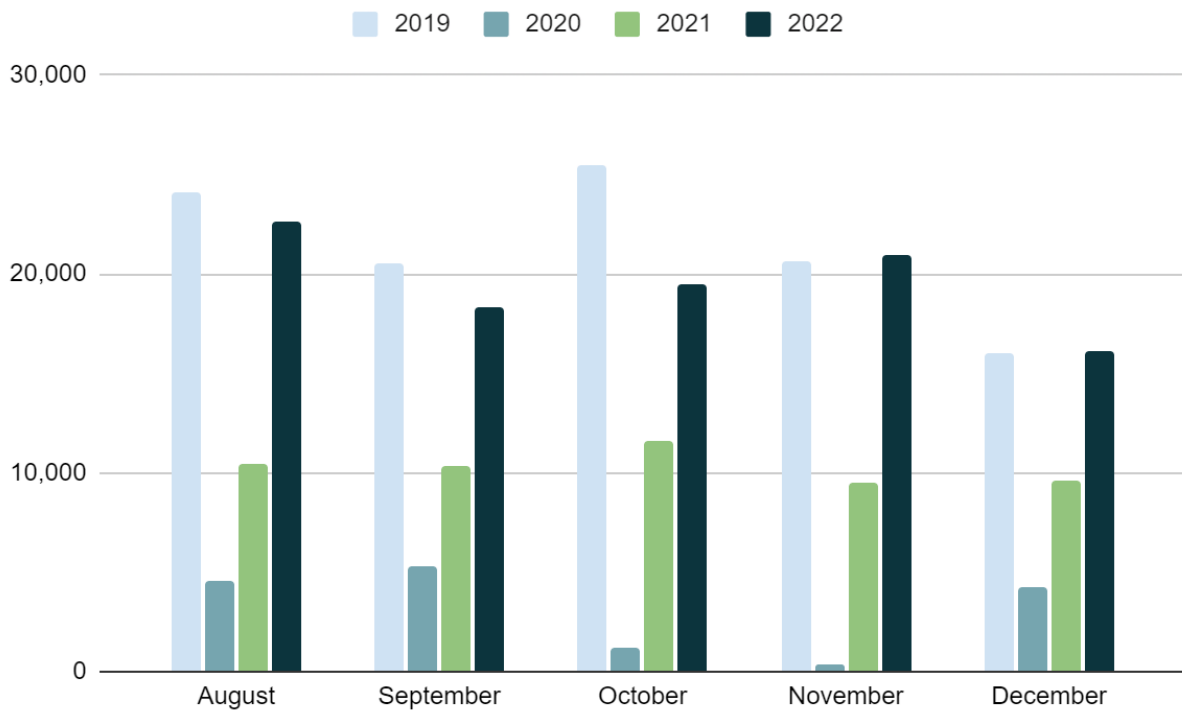
Overdrive Circulation for eBooks, Audiobooks, and Magazines over the last year:

Numbers were up for Overdrive in December.



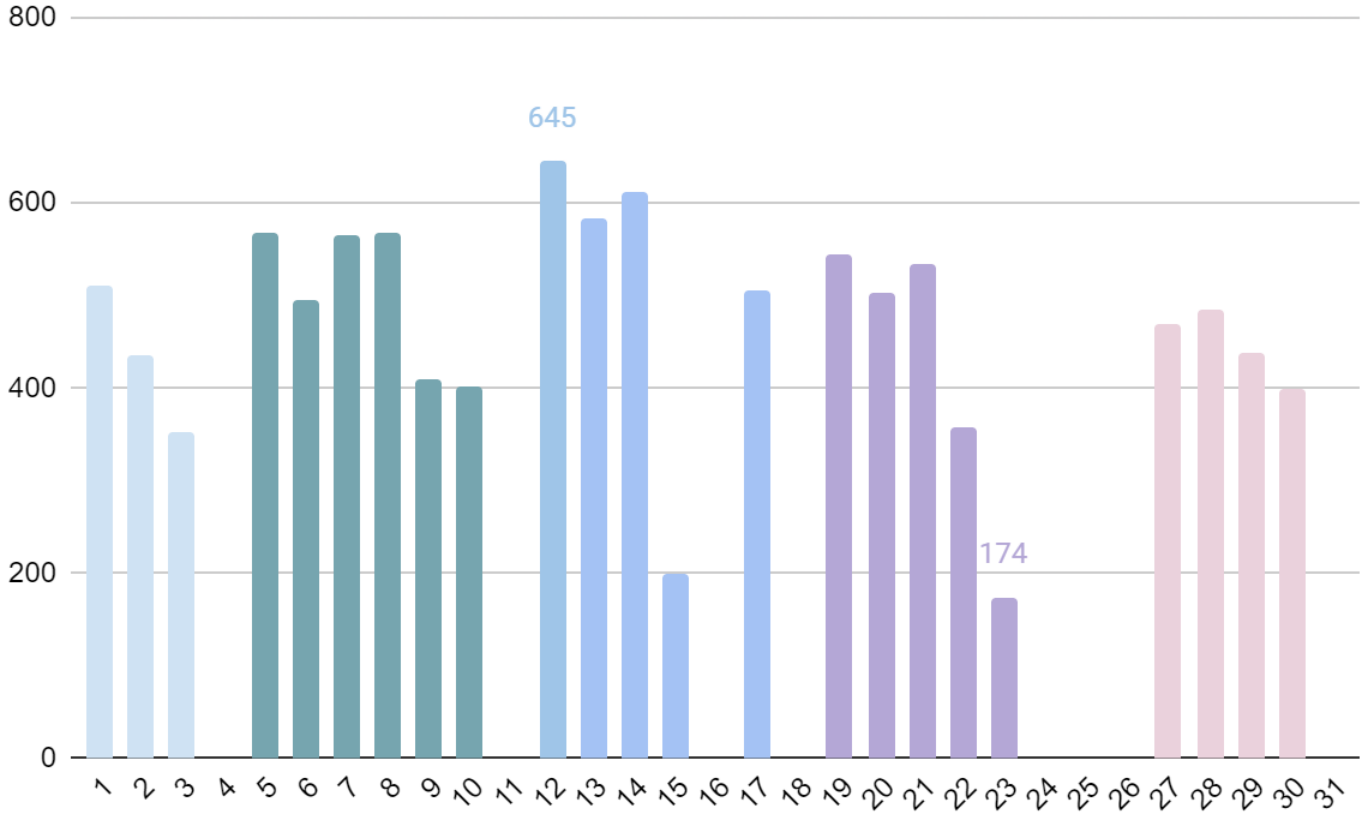
Total Door Count for the past 4 months:

Door count decreased significantly in December, however, like last month, we did slightly better than 2019 levels.



Daily Door Count Totals (by date):

The high for December was 645 on December 12 and the low was 174 on December 23.



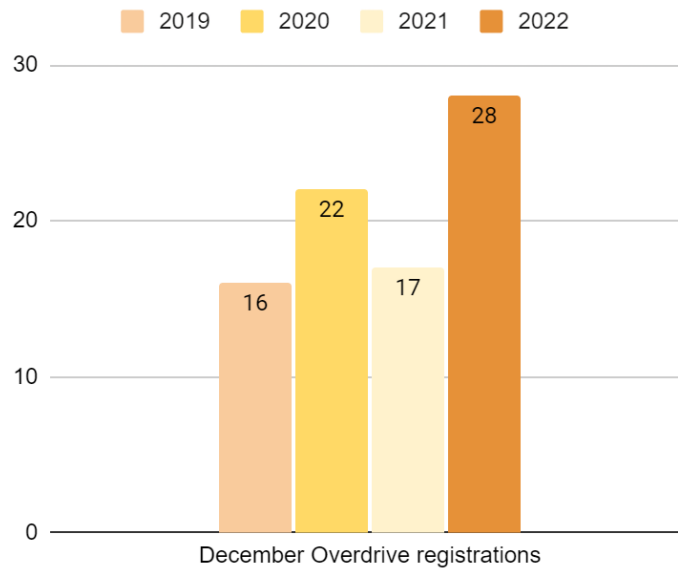
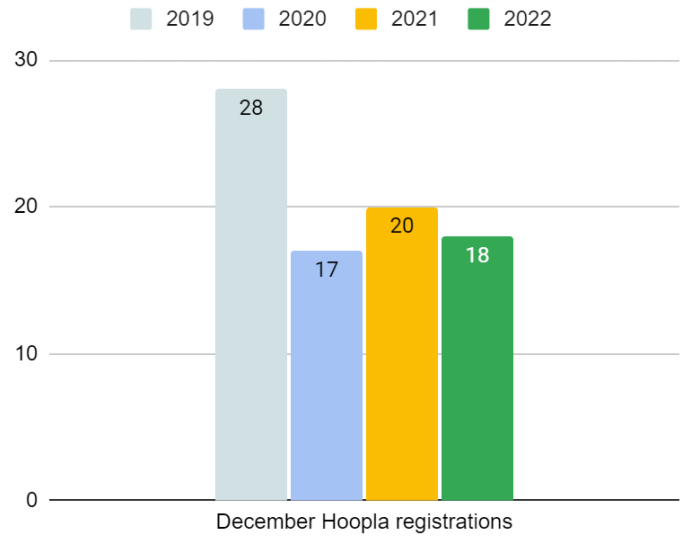
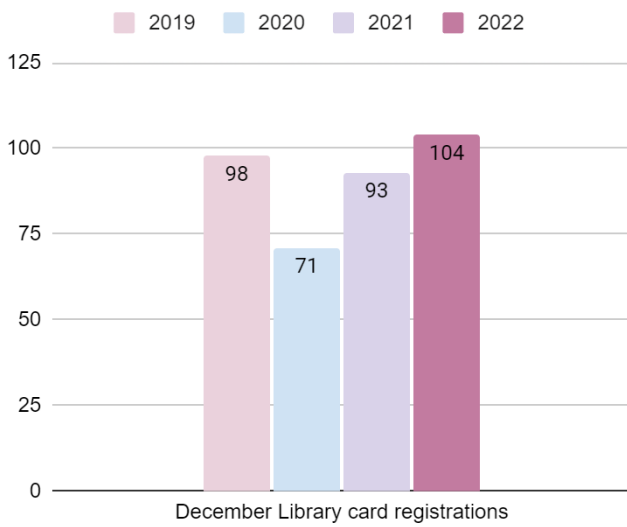
Holds:

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

| | |
|------------------------------------|-----|
| BCPL | 646 |
| Vestal Public Library | 97 |
| Your Home Public Library | 65 |
| George F. Johnson Memorial Library | 32 |
| Deposit Free Library | 27 |
| Fenton Free Library | 17 |

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

These graphs show new registrations for the month of December over the course of the past four years.

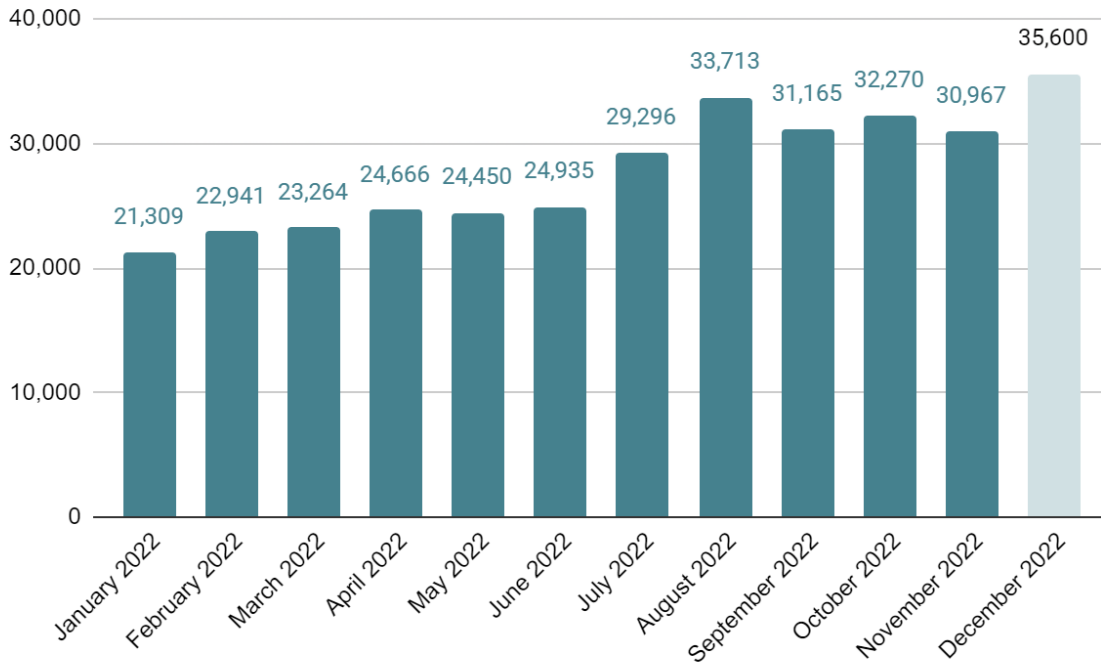


Website Analytics:

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

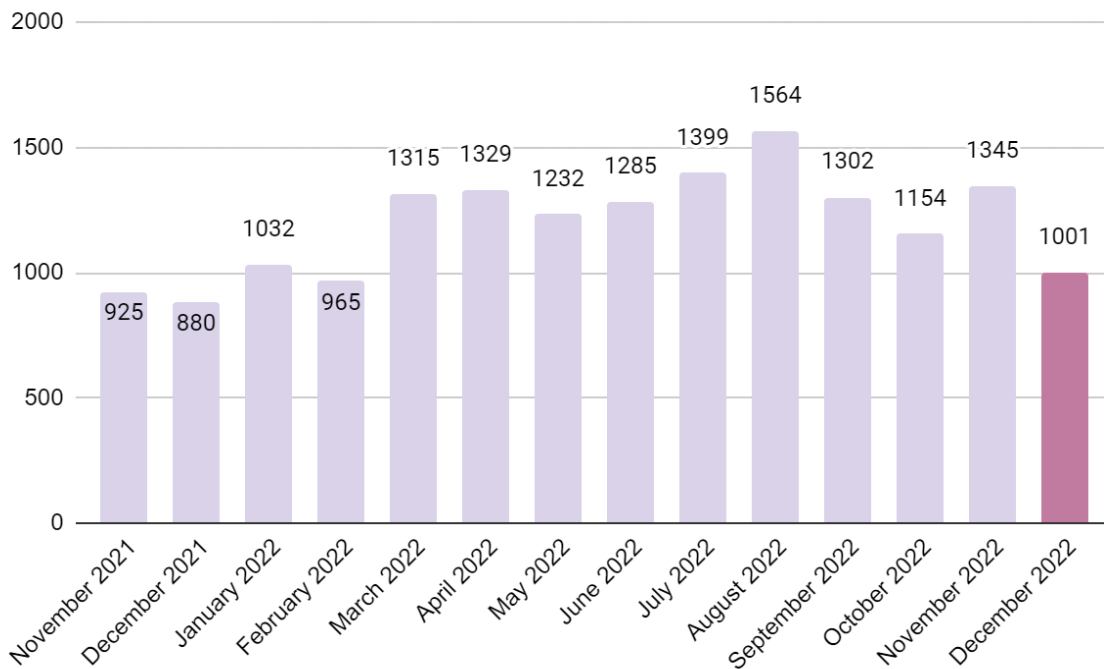
Number of Wireless Sessions:

Wireless sessions are the highest they have been over the course of 2022.



Public Computer Sessions over the past 12 months:

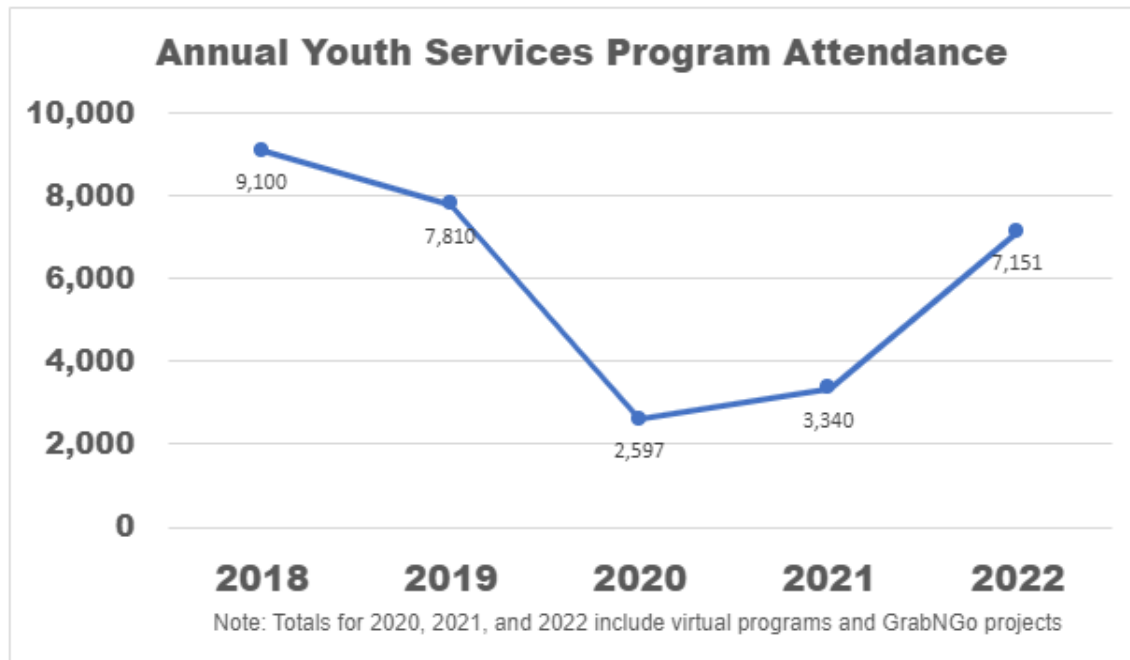
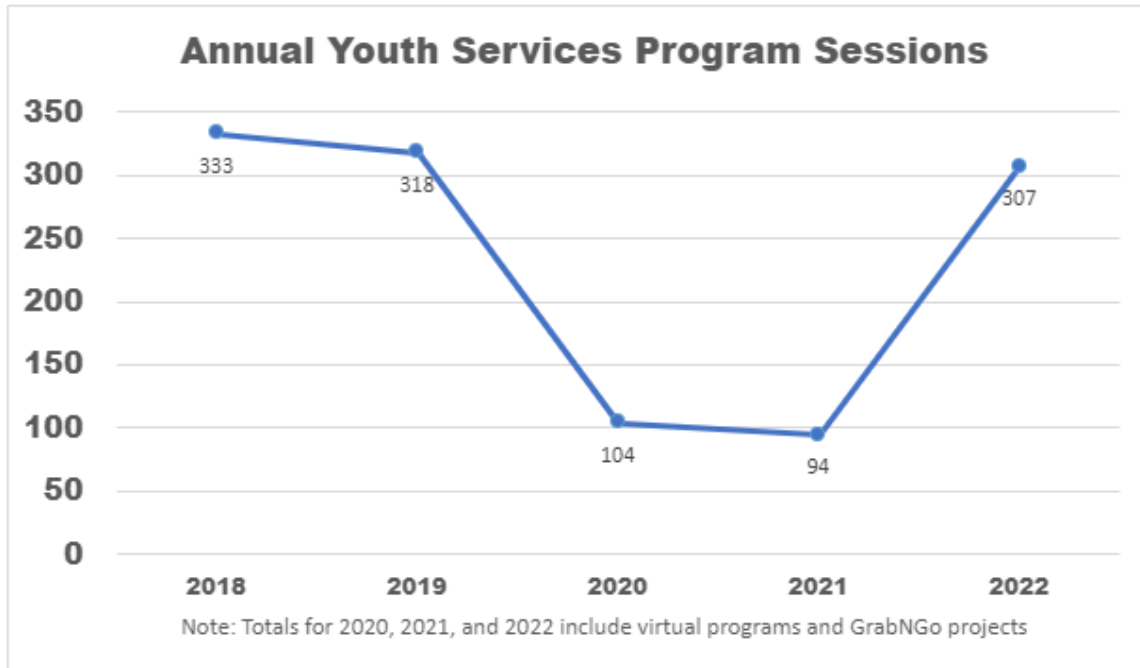
Public computer sessions dropped drastically for December.



December 2022 Youth Services Board Report

Notable things to report in Youth Services:

The Youth Services Department offered a total of 272 programs with a total attendance of 4,512 in 2022. Additionally, 35 different Grab-N-Go projects and a total of 2,639 Grab-N-Go bags were handed out in 2022.



- Kathleen continued to regularly provide coverage for the Youth Services Department. Youth Services staff greatly appreciate this assistance.
- New carpeting has been installed in the Children's Room and staff is receiving many compliments from patrons.
- Josias, Dale, Kathy, and Kelsey met with staff at Roberson Museum to discuss the possibility of providing Ukrainian story time at the Museum in the future on December 2. Museum staff is open to the idea.
- BU students provided a Spanish English Bilingual Story Time for their final project on December 1, December 2, and December 8. Organized by the Department of Romance Languages and Literatures at Binghamton University.
- The fourth Ukrainian-English bilingual story time was offered on December 17 and was attended by 17 people.
- Attendance for in person programs in December:
 - Borrow a Grandparent-Average attendance of 2
 - December 1, 2, & 8-Bilingual Spanish Story Time-Average attendance of 4
 - December 3 & 17-Crafty Kids-Average attendance of 16
 - December 7 & 14-Art Class for Homeschoolers-Average attendance of 15
 - December 10-LEGO Club: 25
 - December 10 -Therapy Dogs: 62
 - December 13-Holiday Story Time for all ages: 0
 - December 15-Teen Craft & Chat-Cancelled-library closed due to inclement weather
 - December 17-Bilingual Ukrainian Story Time: 17
 - Special programming for winter break week:
 - December 19
 - 165 Grab-N-Go bags handed out to children
 - 50 Grab-N-Go handed out to teens
 - December 27-Crafty Kids: 6
 - 23 craft kits were handed out as a Grab-N-Go project
 - December 28-Kids Create STEAM Event: 9
 - 35 kits were handed out as a Grab-N-Go project
 - December 29-Teen Game Day: 0
 - December 30-LEGO Club: 37

Upcoming in Youth Services:

- Future Youth Services programs include:
 - January 7 & 10-Crafty Kids
 - January 7 & 21-Therapy Dogs
 - January 14 & 28-LEGO Club
 - January 17-Bilingual Ukrainian Story Time
 - January 19-Teen Craft & Chat-Fleece Pillows
 - January 21-Bilingual Ukrainian Story Time
 - January 27-Art Class for Homeschoolers
 - January 27-STEAM event
 - Biweekly Lapsit Story Time-Starting January 16
 - Weekly Family Story Time-Starting January 17
 - Weekly Preschool Story Time-Starting January 19
- Beginning in 2023, Kelsey and Gill will work together on a monthly joint teen and adult program.
- The Youth Services Department will restart family and teen game days in 2023.

- The Youth Services Department is tentatively planning a monthly Dungeons & Dragons program for teens.
- Kelsey will attend the local school librarian meeting on January 12.
- Kelsey will attend the Head Start Policy Council meeting on January 25 to discuss upcoming library events.
- The Youth Services Department will offer a winter reading program for children and teens in February.
- Michelle Ford will be offering monthly classes for homeschoolers.
- Kelsey will visit the Chenango Forks High School on February 27 for a library card registration drive and a presentation about the library's programs and services.
- Youth Services staff will table at future Roberson Museum events.

Respectfully submitted by
Kelsey Matoushek
Librarian II

Circulation

Submitted by Kathleen Shores

The library issued guest passes to visitors from Arizona, Delaware, Florida, Maryland, New Jersey, North Carolina, Oregon, Utah, Virginia, and the Country of Haiti.

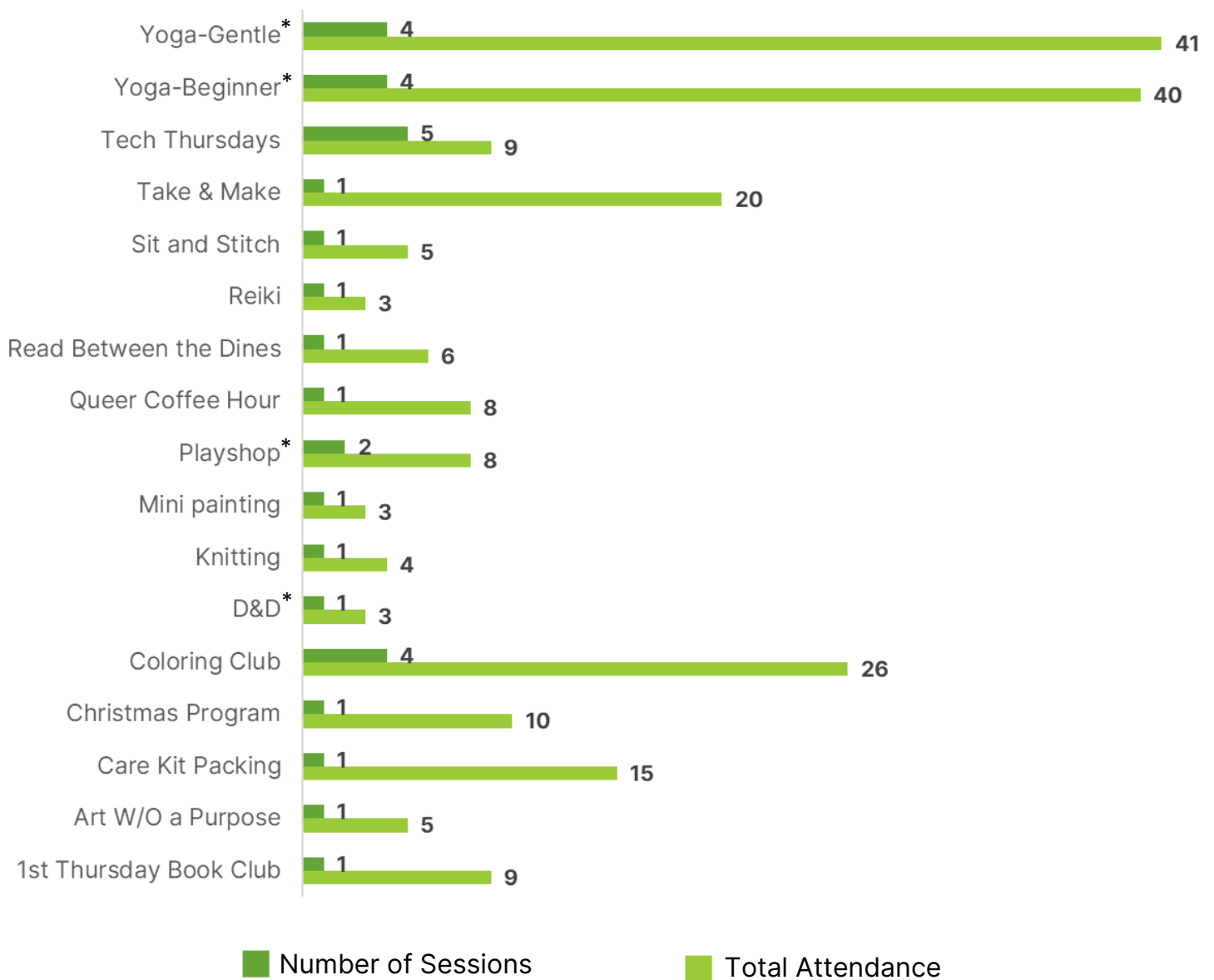
Full-time Circulation staff members, Nursel Bage sever and Emma Wagaman, provided 102 hours of desk coverage and/or additional help to Youth Services during the month of December.

Part-time Circulation staff member, Christian Wert, and Head of Circulation, Kathleen Shores, provided 13.5 hours of desk coverage in Local History during the month of December.

Information Services Report Submitted by Sherry Kowalski

December Programs/Events :

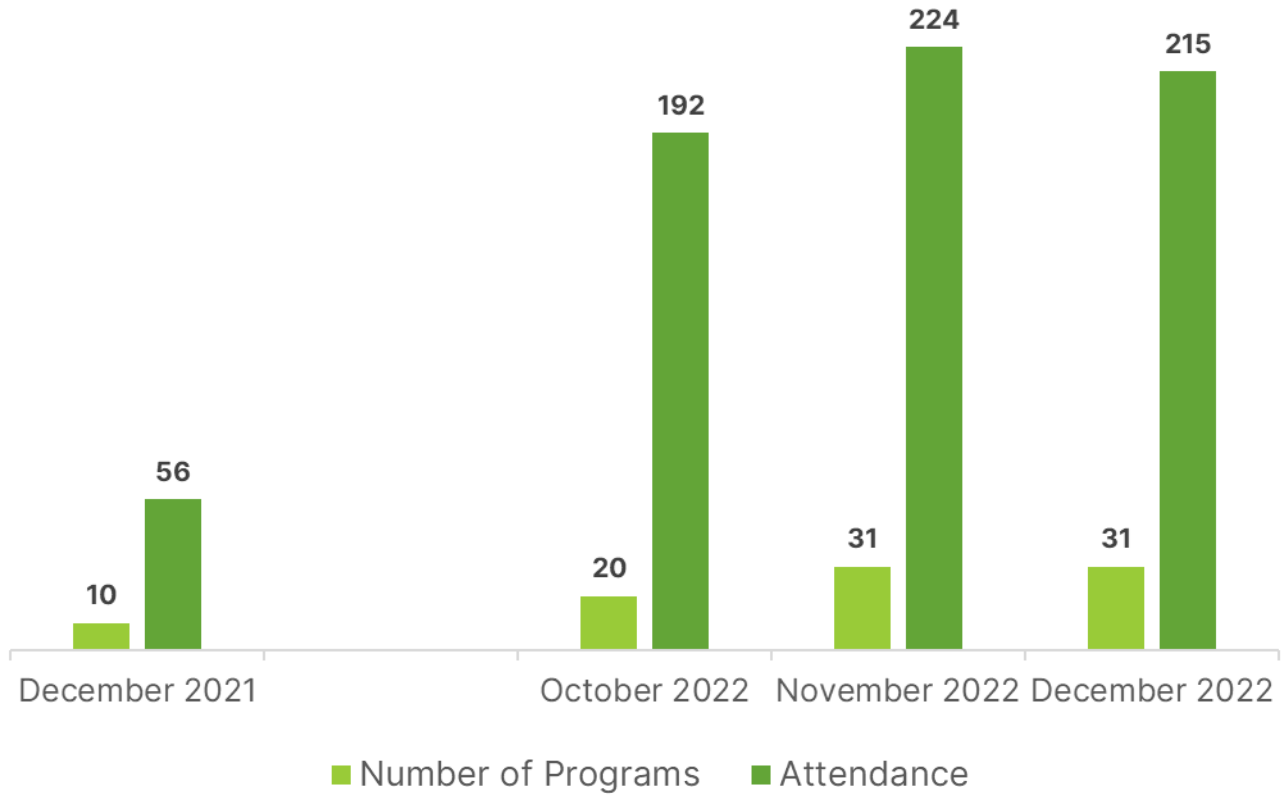
Programs/Events Held in December



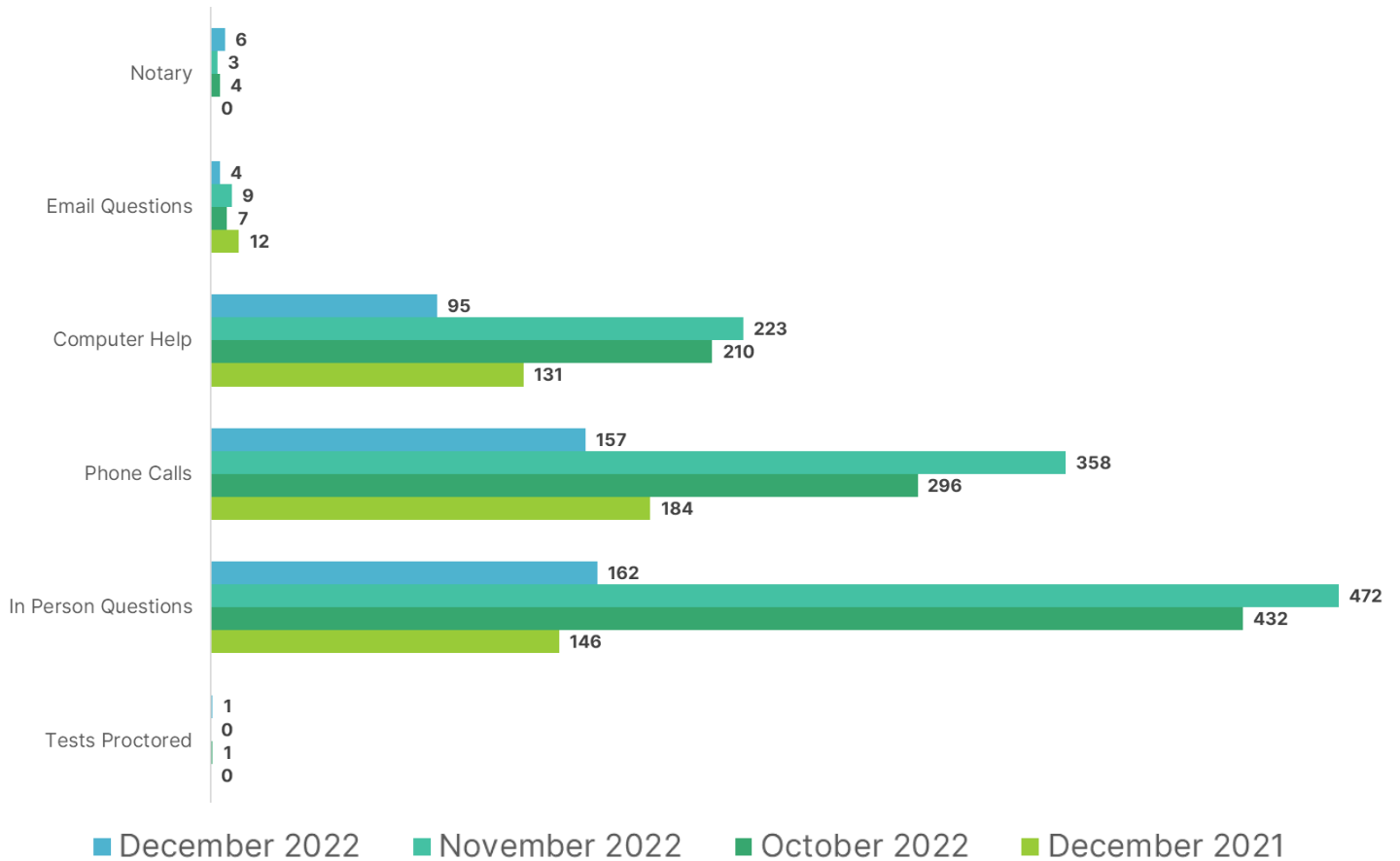
* Funded by The Friends of Broome County Public Library

Information Services Report Continued:

Program Statistics for the Last Three Months and December 2021

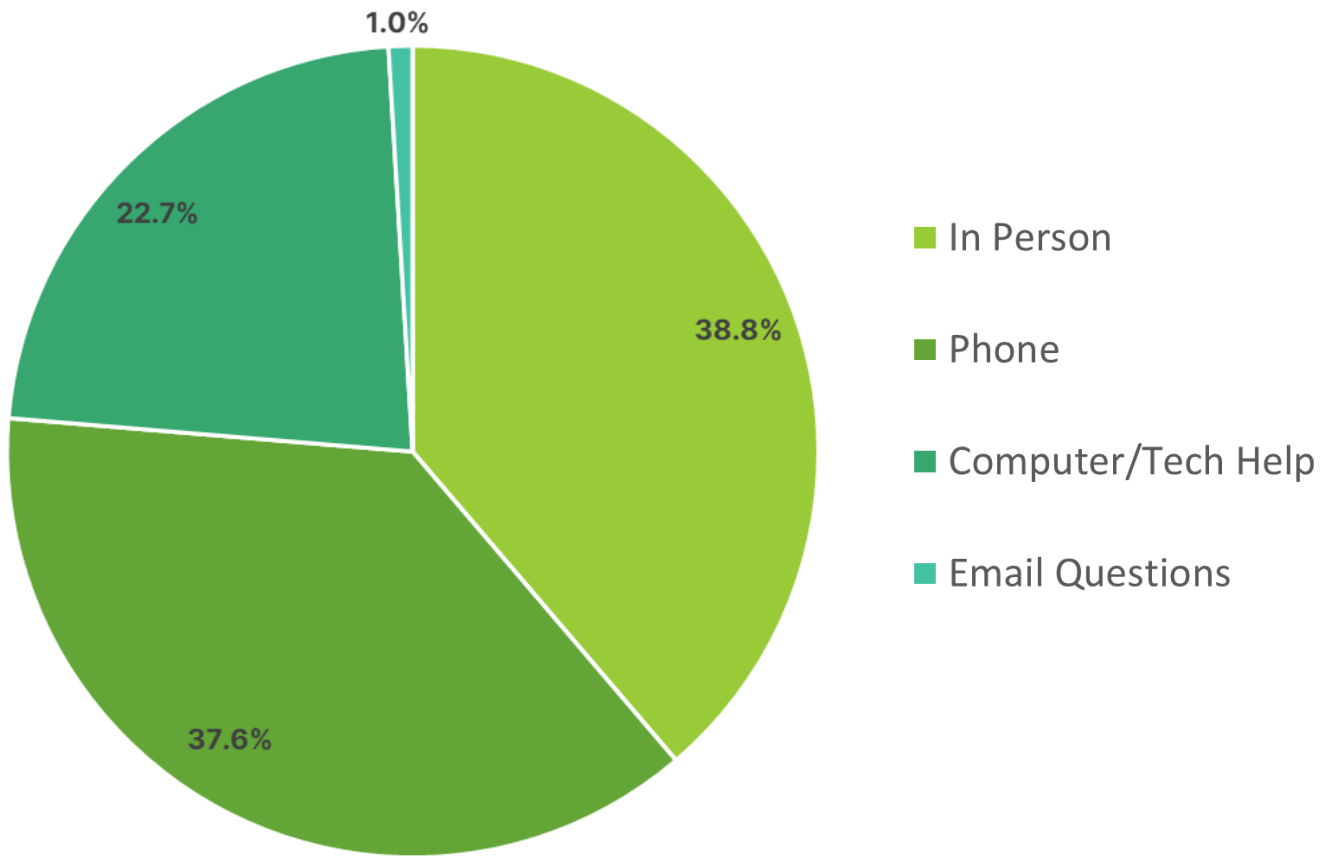


Reference/Information Services Activity for the Last Three Months and December 2021



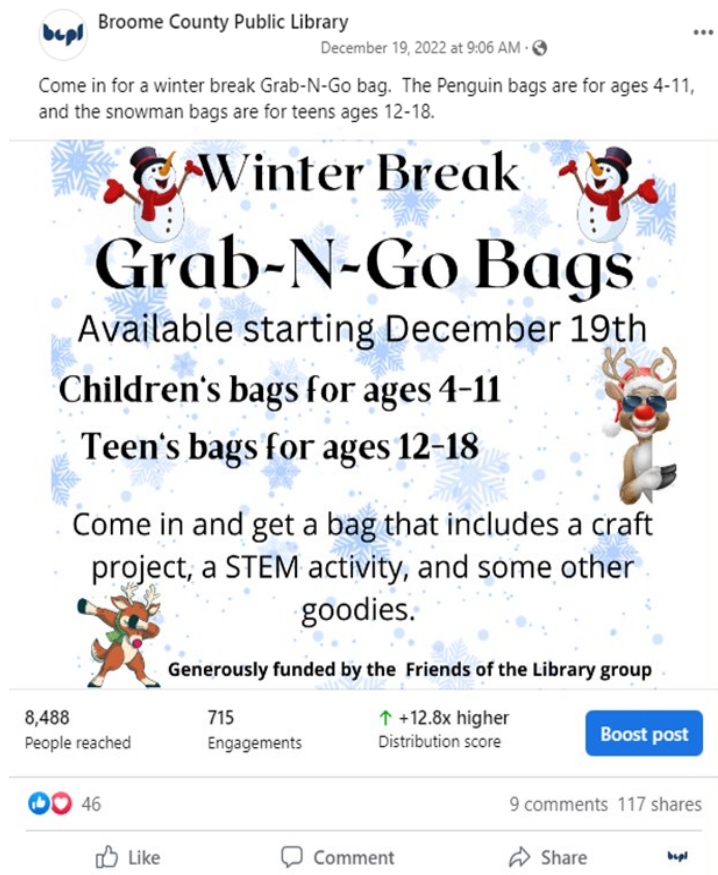
Information Services Report Continued:

Percentage of Questions by Type

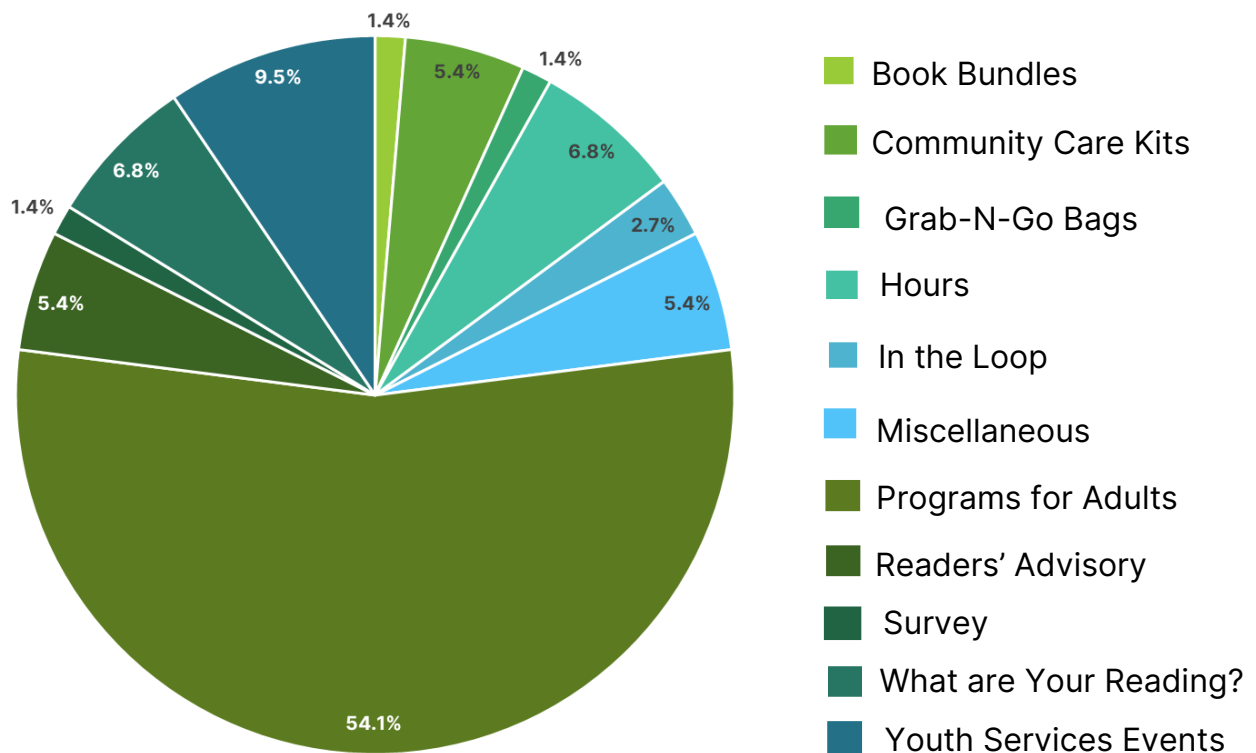


Facebook Analytics Submitted by Sherry Kowalski

The Library's Facebook followers increased by 31. The post with the highest reach and most interactions was a post for Grab-N-Go Bags.

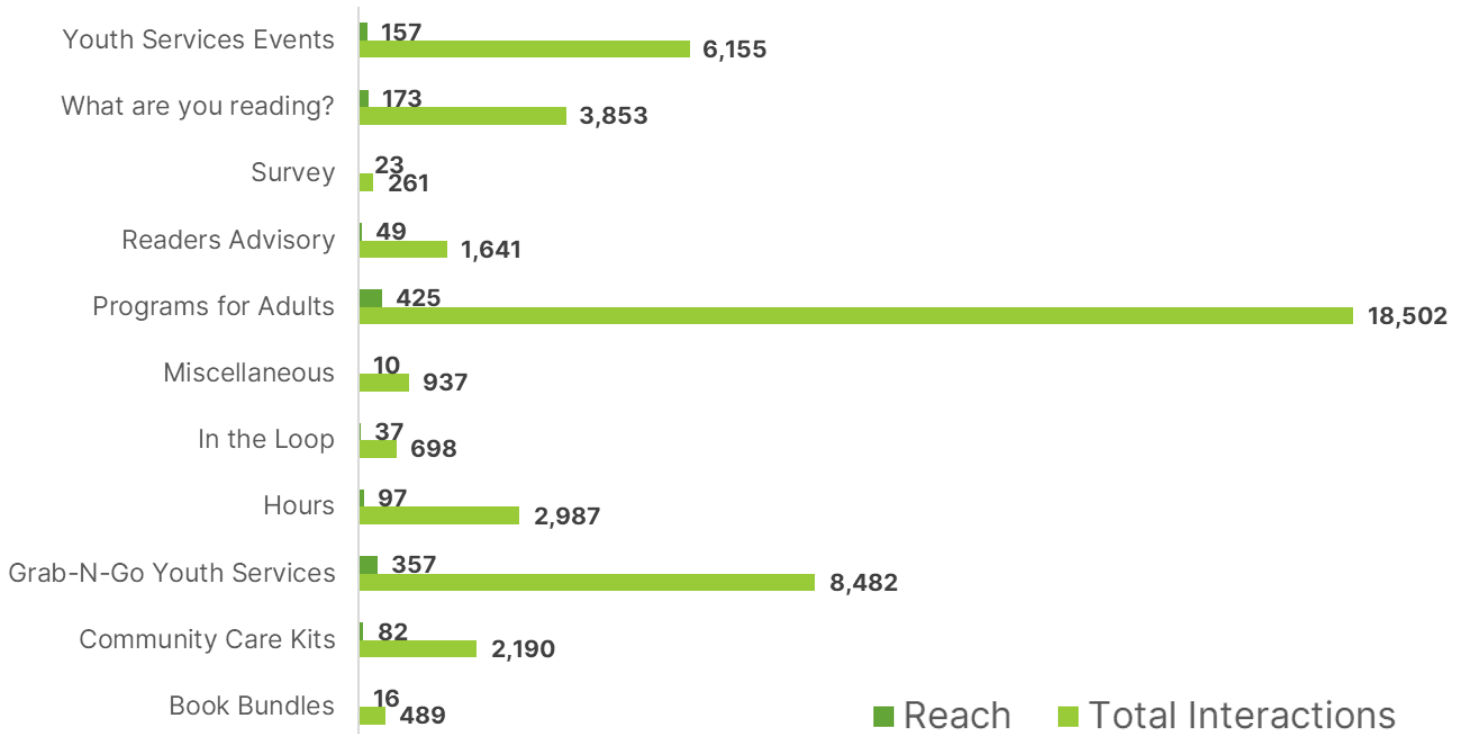


Percentage of Posts by Category

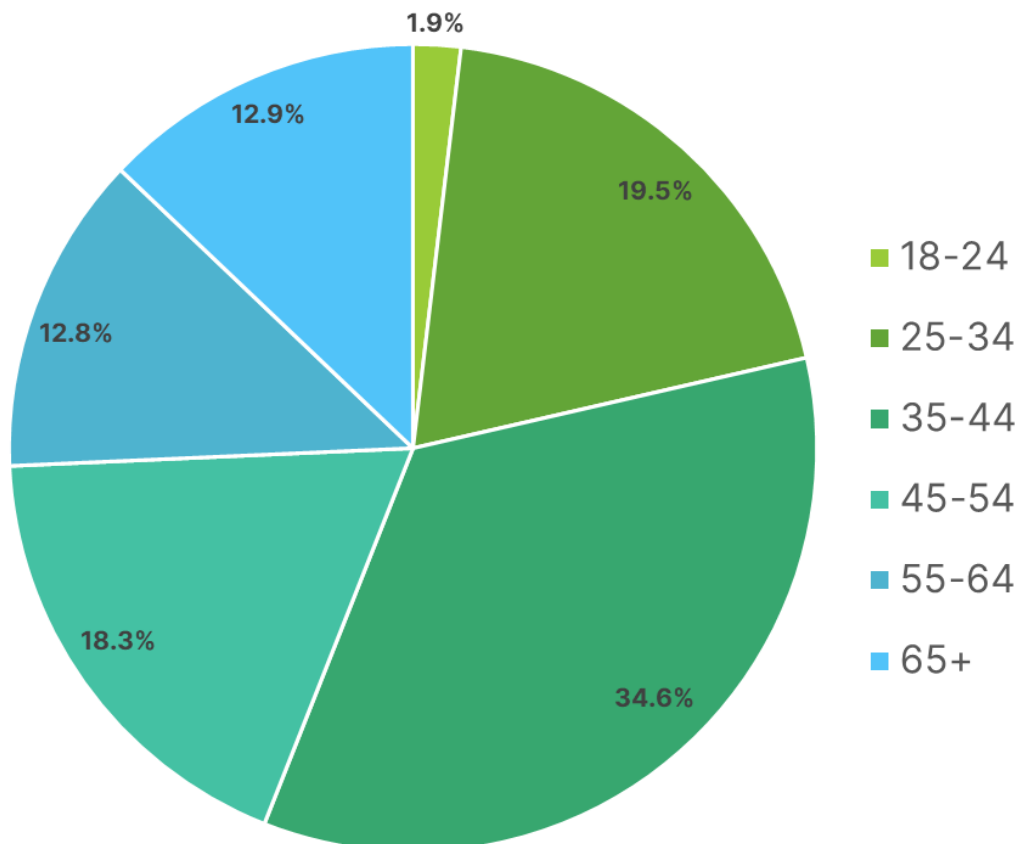


Facebook Analytics Continued:

December Total Post Reach and Total Interactions by Category

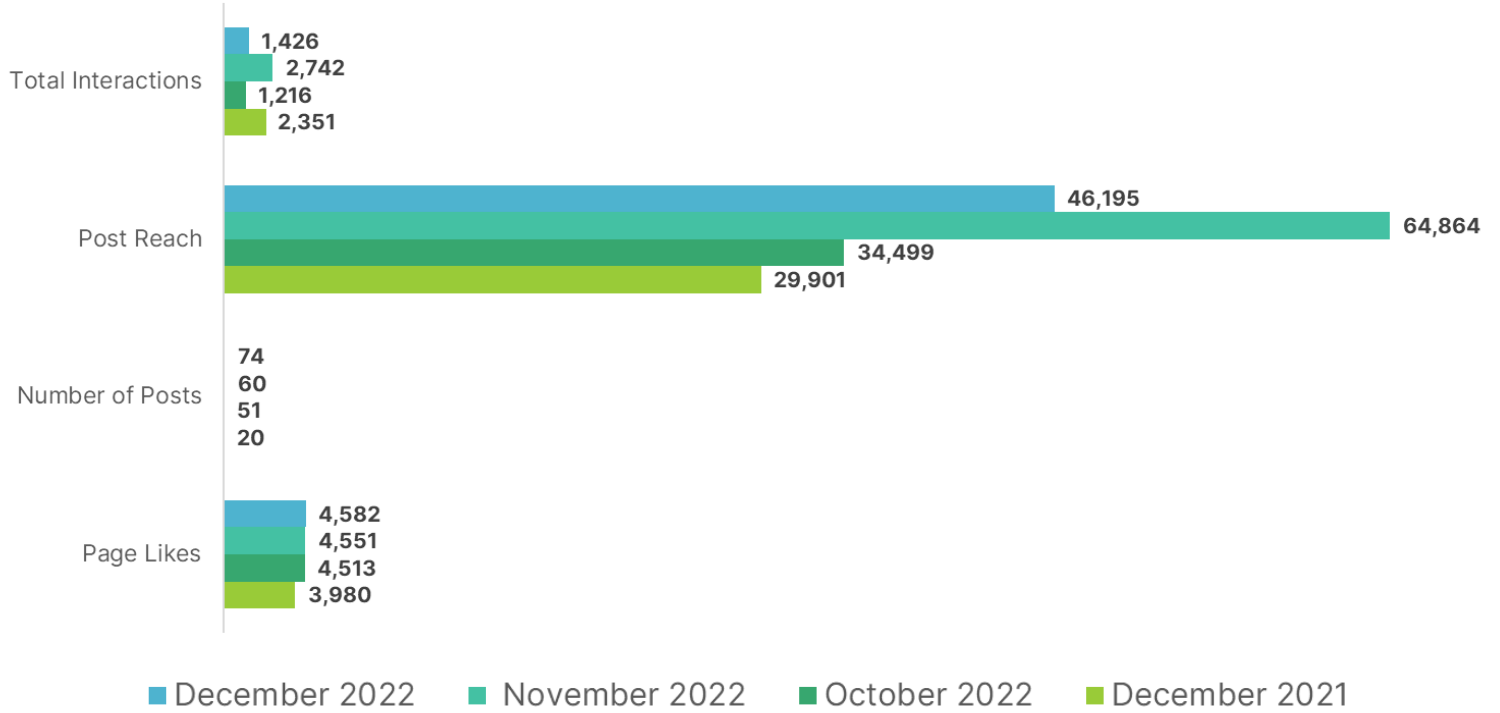


Facebook Page Likes by Age as of January 5, 2022



Facebook Analytics Continued:

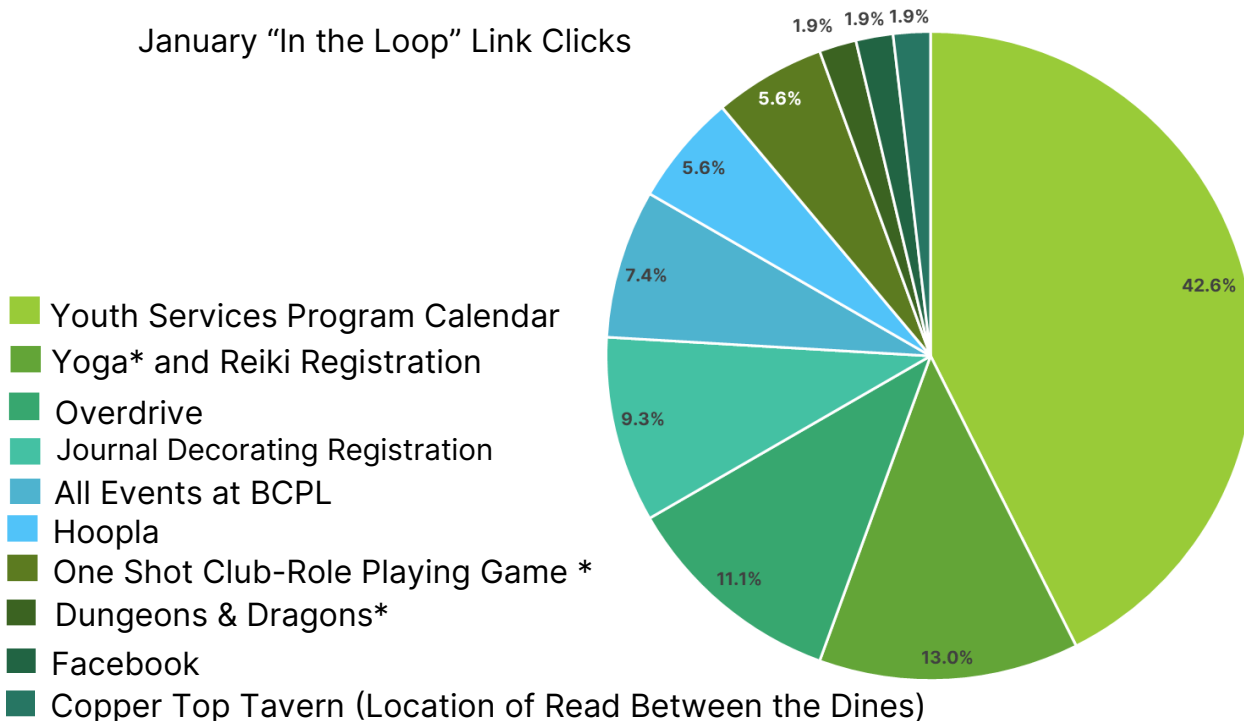
Facebook Analysis for the Last Three Months and December 2021



Mailchimp Analytics January Issue of "In the Loop"

The January issue of "In the Loop" was sent out on December 28, 2022. The newsletter was sent to 1869 people, an increase of 37. The open rate for the December issue was 41.7%. An additional 329 people opened the newsletter from the link that was posted to our social media pages.

January "In the Loop" Link Clicks



*Event Funded by The Friends of BCPL

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

