

In attendance: Josias Bartram, Peter DeWind, Charmian Foster, Kate Miller-Corcoran, Jill Kissick-Castro, Katie Bowers, Jennifer Church, Al Buyck, Vikki Collazo, Jenn Church, Sarah Glose, Laura Haynes (library staff), Rebecca Stone (BOCES)

CALL TO ORDER - 5:31pm

PUBLIC COMMENTS - none

GUESTS - none

#### AMENDMENTS TO THE AGENDA

- Jeffri's sick, so vote about his continuation on the board is postponed to next meeting (June)

Agenda – April 27, 2023

MINUTES: March 9, 2023 Approved: Motioned by Jill Kissick-Castro and 2nd by Katie Bowers, passes unanimously

OATHS – New Trustees Vikki Collazo, Al Buyck read the oath together. Welcome to the board, Vikki and Al!

APPOINTMENTS & RESIGNATIONS - none

#### NEW BUSINESS

- Contracts:
  - Four County Library System – purchasing agreement
    - Standard renewal, standard rate. Processing fee for cataloging books. Approved: Motioned by Charmian Foster and 2nd by Sarah Glose, passes unanimously
  - Presentation Concepts Corporation - maintenance agreement for Decker Room AV
    - With revised policy, we are seeing an increase in use of the room! Beating pre-COVID bookings, yay!
    - We have previously looked into cheaper services - they don't really exist.
    - Approved: Motioned by Al Buyck and 2nd by Jill Kissick-Castro, passes unanimously
  - Presentation Concepts Corporation – upgrade to Deck Room AV
    - One time purchase of \$31K. Exists in the budget.
    - Does not include hybrid meetings tools - that will be a separate update.
    - Approved: Motioned by Jill Kissick-Castro and 2nd by Sarah Glose, passes unanimously
  - Image Integrator - maintenance agreements for microfilm readers
    - One of our oldest contracts - also our oldest equipment!
    - Very slight increase - only \$20 higher.
    - These machines get serviced regularly (because they are quite old).
    - A lot of what we have is digitally available, but not the hyper-local documents - those will likely be here long term because digitizing is very expensive.
    - Approved: Motioned by Vikki Collazo and 2nd by Kate Miller-Corcoran, passes unanimously
  - Midwest Tapes – Hoopla e-book and digital content platform
    - Renewal of contract for one year.

- This was supplemental to Overdrive. Two reasons: it's on demand, and it has a more expansive collection.
    - Want to get more investment in Overdrive across the
  - There are a lot of competing services for libraries to rent e-books/digital materials.
  - We pay per use - the more we promote it, the more users we get, and the more we pay.
  - Approved: Motioned by Sarah Glose and 2nd by Kate Miller-Corcoran, passes unanimously
- Amendment to the 2023 BC Capital Improvement Program (CIP) - \$100k for Library improvements
  - Will be on the May agenda for county
  - A portion will go for the front doors, and the rest will go to renovating the bathrooms and the new door to the garden from the children's room.
  - Motion to accept the amendment. Approved: Motioned by Vikki Collazo and 2nd by Charmian Foster, passes unanimously
- E-Rate – 2023 Letter of Agency and Form 479
  - Funding we receive, managed by 4CLS - we need to authorize both the letter and form to allow them to do that.
  - Approved: Motioned by Charmian Foster and 2nd by Kate Miller-Corcoran, passes unanimously
- Postponed to next meeting due to illness: Executive Committee – recommendation on the continuation of Jeffrey Boisvert as a trustee after three consecutive absences

## OLD BUSINESS

- 2022 Annual Report
  - Laura presented on the design process of the report and how it incorporates the new branding
  - Adding Board of Trustees to back cover
  - In the past, the report has only gone on the website. This addition is so nice we will be printing and sending to supporters and advocates for the library!
  - Approved: Motioned by Sarah Glose and 2nd by Al Buyck, passes unanimously
- Nominating Committee
  - 2023 committee assignments
  - [Form went out to sign up for committees](#) - we can have up to 5 on a committee. JoAnne is involved with all of the committees in her role as president.
    - Finance
      - Al, Kate, Peter
    - Strategic Planning
      - Kate, Charm, Sarah, Jeffri, Jill
    - Nominating Committee
      - Katie, Charm Jeffri, Sarah, Kate
    - Personnel
      - Al, Vikki, Jeffri
    - Marketing
      - Vikki, Jeffri, Sarah, Kate, Jennifer
    - DEI
      - Jeffri, Jill, Katie, Jennifer
    - Policy Review
      - Jeffri, Jill, Katie

- Approved: Motioned by Katie Bowers and 2nd by Vikki Collazo, passes unanimously

## Reports

- Friends got a grant for the Farm to Library program (free veggies for the community!) and the cooler has also been approved
- Security
  - Meeting held to address communication between library staff and officers. Things are improving.
  - Some patrons have been banned recently due to major issues - fights, etc.
  - Staff feels safer.
  - Some patrons are sent to CPEP at UHS, some to Broome County Jail due to lack of mental health support in the county.
  - Related: Health Department is writing a big federal grant for harm reduction, we submitted a letter of support.

Next meeting is the 2nd Thursday in June.

Motion to adjourn, 6:13pm: Vote: Approved: Motioned by Kate Miller-Corcoran, 2nd by Al Buyck, passes unanimously.

## REPORTS

March financials

Director's Report

Staff Reports

2022 Annual Report

Committee Reports

To: Michael Ponticiello, Deputy County Executive  
From: Josias Bartram, Library Director  
Date: July 5, 2021  
RE: 2024 Budget

I am writing to thank you for Broome County's invaluable support over the past year as we've made the full transition from pandemic to recovery. We have continued to provide the essential Library services that our community relies on while innovating in response to the new needs and opportunities that have arisen from the recovery. Our public computers and WiFi network have served as a lifeline for many of the County's most vulnerable citizens, and we have begun to see our traffic returning to pre-pandemic levels, often in response to our innovative new public programs.

With Broome County's support, we have been able to begin gradually expanding our staff again over the past few budget cycles, with a focus on addressing the staffing shortages in our public-facing departments as prioritized by our strategic plan. Staffing remains our biggest priority this year because it's what allows us to serve the community. We are requesting the following, in order of priority:

1. **One additional full-time Library Assistant position for our Youth Services department**

Justification: Our Youth Services Department continues to provide innovative new programs and services and is widely utilized by local families. While we've added positions to other public-facing departments over the past few budget cycles they are still operating with 3 FTEs and are clearly understaffed. A Library Assistant can do much of the same work as a Librarian but is a more affordable option.

2. **Eliminate Deputy County Historian position and replace it with a part-time Library Clerk position for our Local History department**

Justification: The Deputy County Historian position is currently unfilled and there is a much bigger need for a Clerk who can directly serve the public at the Local History desk.

3. **Replace one part-time Custodial Worker position with a full-time Custodial Supervisor position**

Justification: Currently our Custodial Workers are supervised by our Assistant Library Director, but this has changed three times in the past few years. We need a dedicated supervisor who's available to train and work with our Custodial Workers to continue improving the condition of our building on behalf of the public.

As always, I am deeply appreciative of the funding and support that Broome County provides to the Library and am proud of everything that we have been able to accomplish together. We are proving that—when fully staffed and funded—BCPL can be a driver of innovation, economic development, and improved quality of life as we work together to build the future that we all want for Broome County.

Account	2022 Actuals	2023 YTD	2023 Budget	2024 Budget	Justification	
<b>Revenue</b>						
5000100	LIBRARY COPY FEES	9,045	3,030	8,000	12,000	Projected increase based on new contract
5000177	RENTALS & FEES	6,780	2,400	7,500	8,500	Based on MOU with Literacy Volunteers plus
5000189	OTHER LOCAL GOVERNMENTS	961,245	0	803,963	846,573	5.3% increase based on CPI as specified in contract
5000312	RENTAL CHARGEBACKS	47,000	0	47,000	49,000	As specified in MOUs with Emergency Services and the Assigned Counsel Program
5000426	MISCELLANEOUS	8,827	2,475	11,250	10,000	Projected from 2023 actuals
5000431	MISCELLANEOUS	0	0	15,000	15,000	Passthrough grant for BCC Foundation's Books for
5000451	INTEREST AND EARNINGS	2,405	6,744	500	6,744	Based on 2023 actuals
5000470	VENDING MACHINE	103	0	900	0	Not receiving this under new County contract
5000471	COMMISSIONS	0	0	600	0	Expired copier contract. Will now appear under 5000100
5000530	REFUNDS OF PRIOR YEARS EXPENDI	2,212	0	0	0	
5000531	GIFTS AND DONATIONS	503	0	1,000	500	Based on 2022 actuals
5000545	CREDIT CARD REBATES	75	0	100	100	Based on 2022 actuals
5000546	Trust Account Inflows	1,222	0	0	500	Based on 2022 actuals
5000562	TRANSFER FROM GENERAL FUND	1,512,909	1,443,640	1,443,640	1,563,882	8% increase over previous request
5000569	TRANSFER - DEBT SERVICE FUND	0	0	0	1,770	Per OMB
5000808	OTHER STATE AID	90,300	6,286	98,690	98,690	Projected flat funding based on NYS budget
5000952	ARRA DEBT REIMBURSEMENT	497	217	431	237	Per OMB
	<b>Total Revenue</b>	<b>2,643,123</b>	<b>1,464,792</b>	<b>2,438,574</b>	<b>2,613,496</b>	
<b>Salary and Benefits</b>						
6001000	SALARIES FULL-TIME	699,973	212,293	827,243	958,137	2.5% raise per CSEA contract and two new full time positions: a Library Assistant for our Youth Services Department which is understaffed while providing core library services and a Custodial Supervisor in place of a PT Custodial Worker position
6001001	SALARIES PART-TIME	125,670	42,335	144,290	152,118	Includes 2.5% raise per CSEA contract. Replaces a PT Deputy County Historian Position with a PT Library Clerk position and a PT Custodian Position with a FT Custodial Supervisor position. Needed to cover Local History Dept and maintain building.
6001002	SALARIES TEMPORARY	16,280	6,467	1,201	8,070	Substitute PT Library Clerk position for covering vacations and weekends

6001003 SALARIES OVERTIME	11,997	266	0	0
<b>Total Salary</b>	<b>853,920</b>	<b>261,361</b>	<b>972,734</b>	<b>1,118,325</b>
6008001 STATE RETIREMENT	90,790	31,079	135,041	141,979
6008002 SOCIAL SECURITY	62,349	19,867	72,869	85,555
6008004 WORKERS COMPENSATION	3,839	1,452	5,808	6,304 Per Risk and Insurance
6008006 LIFE INSURANCE	79	27	255	285
6008007 HEALTH INSURANCE	117,357	37,587	152,367	155,098
6008009 RETIREE HEALTH INSURANCE	336,283	0	352,348	351,529
6008012 EMPLOYEE TUITION REIMBURSEMENT	0	0	3,500	3,500 Per CSEA contract
6008013 HEALTH INS - RETIRE INCENTIVE	1,389	0	0	0
6008014 NYS ERS VDC EXPENSE	-1,441	1,970	6,505	6,967
<b>Total Benefits</b>	<b>610,645</b>	<b>91,982</b>	<b>728,693</b>	<b>751,217</b>
<b>Salary and Benefits</b>	<b>1,464,565</b>	<b>353,343</b>	<b>1,701,427</b>	<b>1,869,542</b>

<b>Contractual Expenditures</b>				
---------------------------------	--	--	--	--

6004012 OFFICE SUPPLIES	785	674	2,400	2,000
6004021 BLDG MAINTENANCE SUPPLIES	2,110	40	1,000	1,000
6004022 FUEL AND HEATING SUPPLIES	19,079	6,698	26,000	26,000
6004023 BLDG AND GROUNDS SUPPLIES	4,947	1,167	4,300	4,300
6004030 FOOD AND BEVERAGES	67	0	100	100
6004048 MISC OPERATIONAL SUPPLIES	4,355	0	5,785	5,785
6004055 COMPUTER SOFTWARE AND SUPPLIES	76,696	363	69,994	70,684 Based on contracts
6004056 COMPUTER EQUIPMENT(NON CAPITAL	1,325	2,343	5,000	5,000
6004070 BOOKS ADULT SERVICES	63,565	17,140	66,500	68,000 Based on 2023 budget adjusted for inflation
6004071 JUVENILE BOOKS	47,919	14,749	52,000	54,000 Based on 2023 budget adjusted for inflation
6004072 REFERENCE MATERIALS	372	0	0	0
6004073 SUBSCRIPTIONS	1,932	0	2,000	7,563 Periodicals and historical newspaper database
6004074 AUDIOVISUAL MATERIALS	25,547	6,267	40,000	38,000 Based on 2022-2023 actuals
6004075 ELECTRONIC ACCESS MATERIALS	37,522	4,696	32,980	33,650 Hoopla streaming service and digital access to the New York Times
6004100 POSTAGE AND FREIGHT	2,046	62	700	700 Based on 2022 actuals
6004105 DUES AND MEMBERSHIPS	1,507	297	2,050	1,500 Based on 2022 actuals
6004112 BLDG GROUNDS AND EQUIP REPAIR	9,454	765	2,060	2,060 Based on 2022 actuals
6004113 WATER AND SEWAGE CHARGES	2,420	924	3,200	3,200 Based on 2022 actuals
6004115 ELECTRIC CURRENT	41,415	13,166	65,000	48,000 Reduction based on actual usage adjusted for inflation

6004117 BUILDING AND GROUNDS EXPENSES	66,785	11,883	41,014	42,807	Based on contracts, adjusted for inflation
6004136 OPERATIONAL EQUIPMENT REPAIRS	0	0	3,500	3,000	Reduced based on actuals
6004137 ADVERTISING AND PROMOTION EXPE	6,522	438	6,000	3,000	Reduced based on actuals
6004138 OTHER OPERATIONAL EXPENSES	18,254	5,978	16,000	16,000	Based on 2022 actuals
6004147 OTHER PROGRAM EXPENSES	15,000	450	15,000	15,000	Books for Babies grant. Corresponds to revenue from 5000431
6004160 MILEAGE AND PARKING-LOCAL	433	0	1,000	700	Reduction based on actuals
6004161 TRAVEL HOTEL AND MEALS	2,114	0	1,850	2,000	Increase based on actuals
6004162 EDUCATION AND TRAINING	1,451	84	2,000	2,000	
6004165 ADVISORY BD/TRUSTEES EXPENSES	200	0	175	175	
6004193 HARDWARE MAINTENANCE	4,840	0	8,500	8,610	Based on contracts
6004196 COPYING MACHINE RENTALS	4,631	1,644	4,800	7,000	Increase do to more copiers being under contract with Toshiba which will ultimately save the money.
6004504 OTHER FINANCIAL SERVICES	26	11	20	12	Per OMB
6004573 OTHER FEES FOR SERVICES	11,518	1,385	6,400	9,260	Based on contracts, increase due to inflation
<b>Total</b>	<b>474,837</b>	<b>91,224</b>	<b>487,328</b>	<b>481,106</b>	

#### Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	18,089	5,319	21,274	26,181	Per Risk and Insurance
6004604 DPW SECURITY CHARGEBACKS	116,717	0	103,178	105,991	Per Security
6004606 TELEPHONE BILLING ACCOUNT	5,063	0	5,733	5,963	Per IT
6004609 DATA PROCESSING CHARGEBACKS	127,942	0	54,609	56,892	Per IT
6004617 DUPLICATING/PRINTING CHARGEBAK	29	0	0	166	Per IT
6004618 OFFICE SUPPLIES CHARGEBACK	171	3	7	8	IT
6004619 BUILDING SERVICE CHARGEBACK	32,251	1,250	5,000	5,000	Per DPW
6004634 Indirect Costs - Excess of Bud	113,922	0	0	0	
<b>Total Chargebacks</b>	<b>414,184</b>	<b>6,572</b>	<b>189,801</b>	<b>200,201</b>	

#### Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,331	6,582	6,582	6,849	Per OMB
6006001 BANS Principal	0	47,578	47,578	47,578	Per OMB
6007000 INTEREST ON SERIAL BONDS	1,412	612	1,028	628	Per OMB
6007001 BANS Interest	0	4,829	4,830	7,592	Per OMB
<b>Total</b>	<b>7,743</b>	<b>59,601</b>	<b>60,018</b>	<b>62,647</b>	
<b>Total Expenditures</b>	<b>2,361,329</b>	<b>510,740</b>	<b>2,438,574</b>	<b>2,613,496</b>	