

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 10.11.21

Members Present: Jeffrey Boisvert, Peter DeWind, Jennifer Embree, Charmian Foster, Sarah Glose, JoAnne Hanrahan, Jill Kissick-Castro, Kate Miller-Corcoran, Emily Wall

Absent: Katie Bowers

Also Present: Josias Bartram, Jennifer Church, Jennifer Corby, Patrick Dewing, Laura Haynes, Sherry Kowalski

Call to Order: The meeting was called to order by J. Hanrahan at 5:30pm.

Public Comments: None

Amendments to the Agenda: None

Minutes of Last Board Meeting: Motion to approve minutes made by E. Wall; seconded by C. Foster. Approved unanimously.

Appointments and Resignations: Termination of the part-time custodian. Motion to accept the termination by S. Glose, seconded by J. Kissick-Castro. Approved unanimously.

New Business:

Phelps Mansion Museum

Jennifer Corby, the new director of the Phelps Mansion Museum attended the board meeting to introduce herself. She is looking forward to collaboration with the library in regards to community programming, especially for events that we might not be able to host at the library itself.

Emergency Services

Patrick Dewing, the new director of Emergency Services attended the BCPL board meeting to discuss the terms of our MOU regarding the space they rent within the library. There was discussion regarding the relocation of the emergency services backup call center. Patrick will have further discussion of these plans with the library director and the previous emergency services director. The board reiterated the mutual issues, such as server locations and area access, surrounding the current occupancy and location. The MOU is to be reviewed and updated for a 1-year term, with a potential 1-year extension.

Tioga Downs Grant

J. Bartram plans to utilize this grant money to fund accessible signage, furniture, and other accessibility related updates. An organization that provides support to individuals with visual impairment has volunteered to be involved and may even use the library as a “training ground” if we can meet their accessibility standards.

Nominating Committee

J. Hanrahan will continue on the board, beginning her first full term starting in 2023. The nominating committee is allowing an extended period of time for applications, for the position previously filled by

Sara Tarricone, to bring as many potential candidates as possible. A motion to approve the resignation of S. Tarricone was made by J. Kissick-Castro and seconded by J. Boisvert. Approved unanimously. The board thanks S. Tarricone for all of her hard work during her term!

Mosaic Donation

A local teenager donated an art piece she created to Youth Services. The piece would need to be framed, a spot selected, and appropriate attribution signage created. A motion to accept the donation was made by E. Wall, seconded by J. Boisvert. Approved unanimously.

Meeting Room Policy

The updated policy will be available on the new website on launch. A motion to accept the current policy as written was made by J. Kissick-Castro and seconded by J. Boisvert. Approved unanimously.

Director's Report:

J. Bartram reported a productive finance committee meeting. Our full request has been submitted for new positions. There will be a raise for all county administrative roles and a potential bonus for all county staff.

The board feedback on L. Haynes' contribution to the current board reports was very positive.

There has been a top-level review of policies for the new website, which went into live testing today. Launch date is slated for November.

There is ongoing discussion regarding remote meeting attendance for board members, but the board is still planning on returning to hybrid meetings for the public. The Friends of the Library and Local History have purchased telecommunications technology to aid in this.

The library staff had training with a social worker in regards to homeless patrons and there is a training session planned with the peer support program as well. J. Bartram and staff members attended the New York Library Association (NYLA) conference.

Closing Comments:

There was discussion regarding past social media posts and the issue is planned to be addressed in a future meeting with an impartial mediator.

A motion to adjourn was made by K. Miller-Corcoran and seconded by J. Embree. It was approved unanimously.

Meeting ended at 7:04pm.

*Respectfully submitted,
Jeffrey Boisvert*

Four County Library System – Service Agreement

To: Four County Library System

From: Board of Trustees – Broome County Public Library

Date: 10/24/2022

RE: EnvisionWare software program

We, the Board of Trustees of the Broome County Public Library agree to participate in the EnvisionWare program for library PC management including printing from PCs and mobile devices, as provided by the Four County Library System under the following terms and conditions:

- The program's length is one year (1/1/2023 to 12/31/2023), the cost is \$2,225 per year.
- The pricing includes the following:
 - o Basic software for (Hosted on Management Console at BCPL)
 - PC Management for up to 70 public PC's/workstations
 - Print Management – from PC's and from mobile devices
 - Mobile Print – web pages for mobile printing submissions
 - o Terms and conditions as stated in the Envisionware End User License Agreement
 - o Hosting of software by 4CLS, which will include administration of central site software
- Approved filtering software and policy files by 4CLS and supported by Envisionware compliant with CIPA regulations is included with this program at no additional charge
- Administration of local settings will be the responsibility of the local library
- This agreement does **not** cover the self-checkout kiosk
- The annual cost for the library is payable in full within 60 days of invoice
- The attached insurance requirements are incorporated herein

Library responsibility: We agree that our library will be responsible for providing suitable local PCs to accommodate software in our library in order to make the software, including possible future upgrades, function properly.

Disclaimer: The Four County Library System, its Board, officers or staff will not be responsible for any damage or disruption of service caused by the installation or routine operation of this software.

President – BCPL
Board of Trustees

(date)

President – 4CLS
Board of Trustees

(date)

AGREEMENT
between
FOUR COUNTY LIBRARY SYSTEM
and
Broome County Public Library, Binghamton, New York
a Member of the Four County Library System

WHEREAS

the stated purpose of the Four County Library System is to extend and improve library service in the Counties of Broome, Chenango, Delaware and Otsego, and

WHEREAS

the Four County Library System has purchased a computer system for the purpose of automating certain library operations, and

WHEREAS

the Four County Library System wishes to share this computer system with other library institutions in the four above mentioned counties.

NOW THEREFORE,

the Four County Library System (hereafter "4CLS") and the Broome County Public Library, (hereafter "Participant") enter into the following agreement to share in the use and benefits of the 4CLS computer system (hereafter "computer system").

I. GOVERNANCE

A. 4CLS shall be the sole owner of the central site components, communications hardware, and the database. However, participant shall have the right to acquire a machine readable copy of its holdings in the database, including the title and item records, at its own expense.

B. 4CLS recognizes that a shared computer system requires shared decision making and agreement on common policies. Accordingly, 4CLS will establish an ILS User's Group with representatives from each participating institution. One representative shall be the director of the Participant library or an individual with the designated authority to speak on behalf of the Participant. The Executive Director of 4CLS and the Automation Manager shall be ex-officio members of the User's Group along with 4CLS staff module and training specialists. The purposes of said User's Group shall be:

- 1) to assist in developing policies and procedures for the shared use of the computer system;
- 2) to participate in operational decisions which affect more than one participant;
- 3) to assure the mutually beneficial operation of the computer system.

All members of the User's Group shall be afforded adequate opportunity to express the needs and opinions of their respective participating institutions regarding matters under consideration. Notwithstanding the above, Participant agrees that:

- 1) 4CLS employees who work on the computer system are subject only to 4CLS' direction and policies;

2) the ultimate governing authority for the system shall be the Board of Trustees of 4CLS. The decisions of the Board of Trustees of the Four County Library System concerning the operation and control of the computer system shall be final and binding and not subject to further review.

The User's Group will meet as needed, but not less than quarterly.

C. Subcommittees may be assigned or appointed to deal with specific questions, problems, or procedural issues. Such subcommittees may be appointed by the Governing Council or the System Manager and shall be representative of participating libraries.

D. Local autonomy will be retained in policy and procedural matters which do not affect other participants.

E. 4CLS will serve as contact and liaison with computer system vendor. Participant agrees not to contact vendor directly without prior approval of the System Manager.

II. FUNCTION AND PROCESSES

A. 4CLS agrees to permit access to the computer system and its related software sufficient for participant to perform all necessary functions related to:

CIRCULATION and PATRON REGISTRATION
PUBLIC ACCESS CATALOG and WEB CATALOG
ACQUISITIONS
CATALOGING, limited
E-MAIL

B. Though 4CLS may purchase other software modules, their use will be restricted to in-house use at 4CLS until 4CLS is sufficiently trained to extend the benefits of such software to Participant. Other specialized, non-general use of software may be negotiated at 4CLS' discretion and with possible additional costs.

C. 4CLS agrees to provide a System Manager. The System Manager, or appropriate 4CLS staff designee, shall be responsible for the successful operation of the computer system, including but not limited to liaison with Participant, contact with vendors, training programs, technical assistance, and policy development.

D. 4CLS will provide sufficient training for Participant's staff so that Participant can make full and efficient use of the computer system. The determination of what is sufficient shall be at the sole discretion of the 4CLS system administration. If Participant requests additional training by computer system vendor staff, the cost for such training shall be borne by Participant.

E. All input of bibliographic information will be entered by 4CLS. 4CLS agrees to establish a procedure by which Participant may request the addition of new bibliographic records or modifications to existing records. Participant agrees to refrain from directly adding or modifying bibliographic records. However, Participant may make changes to its own item records.

F. The input of patron data will be the responsibility of the Participant and shall be done in accordance with standards to be developed jointly by 4CLS and participants.

G. Participant agrees that 4CLS will coordinate purchase of supplies and equipment, such as bar code labels, personal computers, light pens, etc., which are intended for use with the computer system. Purchases made by 4CLS on behalf of the participant shall be billed to the participant for payment in full within a reasonable time. If Participant wishes to purchase such supplies, materials, and equipment on its own elsewhere, advance approval must be secured from 4CLS in order to ensure compatibility with the system. Participant shall be responsible for the cost of all supplies and equipment used in its own internal operation and use of the computer system.

H. 4CLS agrees to provide shelflist inventory labels if Participant selects this option at commencement date of this contract.

III. COSTS

- A.** Participant agrees to pay 4CLS an annual fee for the use of the computer system based on a distribution of the cost of running the computer system. The distribution is calculated as follows:

SEE ADDENDUM

The annual fee shall be in effect through the billing cycle beginning annually on April 1 and ending March 31. This fee will cover all participant access to central site hardware and specified software, communications equipment at Participant's site, communications charges, central site maintenance, central site upgrades, Internet connection, etc. 4CLS reserves the right to limit the number of workstations in participant's building, in the interest of optimizing overall computer system performance and within the terms and conditions of 4CLS's license with computer system vendor.

B. The following costs are not included in the above fee, and Participant expressly agrees to be responsible for them:

- barcode readers, personal computers, printers, and any other in-house equipment required of Participant or which Participant may elect to purchase
- barcode labels, patron cards, and any other in-house supplies associated with the use of the computer system
- the cost of collection labeling, item conversion, and other in-house start-up costs
- any other equipment, activity, or expense which is strictly local or in-house in nature

C. Unless other arrangements are negotiated, 4CLS will bill Participant annually in April for the annual fee. Bills for in-house supplies or other purchases coordinated through 4CLS will be rendered as necessary.

D. Obligation for payment under this agreement shall commence at such time that 4CLS determines that sufficient equipment and communications connections are in place that training and/or use of the computer system can commence.

E. 4CLS, in its separate capacity, does not warrant or guarantee the operation or maintenance of the computer system, and shall not be liable for any damages, loss or delay, including, but not limited to, any and

all damages for loss of data, resulting in or from any malfunction, act of God, or event beyond its control. 4CLS shall require computer system vendor to adhere to all warranties delineated in its contract with 4CLS.

IV. AMENDMENTS

This agreement may be amended at any time provided that all parties to the agreement agree to the changes proposed.

V. TERM OF AGREEMENT

This agreement will commence on the date below and will continue in full force and effect thereafter until March 31, 2026. Either party shall have the right to terminate this agreement upon one hundred eighty (180) days written notice to the other. Participant will receive no refunds for fees already paid to 4CLS as a result of early termination of this agreement.

Broome County Public Library

(Board President)

(Date)

(Broome County Executive)

(Date)

Four County Library System

(Board President)

(Date)

BROOME COUNTY PUBLIC LIBRARY

Automation Agreement – Addendum

1. The Effective dates of the contract are from April 1, 2023 to March 31, 2024
2. The annual fee for automation services (April 1 – March 31) will be as follows:
 - a) 2023-2024 – \$79,994
 - b) 2024-2025 - \$82,394
 - c) 2025-2026 - \$84,866

These figures replace the calculated formula listed in section III.A of the contract.

3. The amount of Central Library Development Aid (CLDA) funds to be used during this year to offset the above cost is \$15,000.
4. Pending future software developments by the SirsiDynix corporation (or current automation vendor), Broome County Public Library (BCPL) agrees the library will maintain web server for hosting the BCPL web page.
5. Access to electronic resources will be merged, as much as possible (and subject to constraints of vendor contracts and subscription limits) into the 4CLS Research Center.
6. 4CLS will provide the following technical services functions and programs for BCPL under the terms of the basic contract:
 - 7.1 Online acquisitions programs
 - 7.2 Copy cataloging of all materials
 - 7.3 Original cataloging as required
 - 7.4 Basic processing (covers, spine labels)
7. BCPL will be responsible for the following technical services functions
 - 8.1 Barcodes placed on books
 - 8.2 Purchase of barcodes
8. As with all member libraries, BCPL will be responsible for adequate staff and public workstations at BCPL to successfully perform all software functions
9. Additional software programs, beyond those described in Section II.A. of the basic agreement may be added for additional cost, subject to approval by 4CLS and by separate agreement. For example, EnvisionWare software and program support is not included in the basic automation agreement, and is acquired and billed separately.

10. Beyond the scope of Section II.A (Function and Processes), 4CLS agrees to provide sufficient direct access to the records in the main catalog by BCPL staff for the purpose of direct input of new records and holdings for special collections. Such items may include, but are not limited to: Local History materials, Government Documents; newspaper indexes; and periodicals. This authority does not extend to the direct alteration of existing bibliographic records.
11. The Four County Library System agrees to make its best efforts to timely process and deliver items from date of 4CLS' receipt of an item (received in useable and deliverable condition) in accordance with the following schedule: One week for Popular Materials (books and audiovisual); Two weeks for audiovisual materials; Three weeks for books ordered through 4CLS; Four weeks for Gift Books. If items are not received by two times the delivery schedule then BCPL shall not be charged a processing fee for each such item which is overdue. 4CLS agrees to continue pursuing the Direct Ordering program.
12. 4CLS agrees to maintain in full force and effect insurance coverages more specifically outlined in the Risk and Insurance Specifications attached hereto and incorporated herein as Exhibit A.

CA 1581-119-1

LEASE AGREEMENT

BETWEEN

**BROOME COUNTY PUBLIC LIBRARY
(Lessor)**

and

**LITERACY VOLUNTEERS OF
BROOME/TIOGA COUNTIES, INC
(Lessee)**

LEASE AGREEMENT

Lease Agreement (the “Agreement”) dated this _____ day of _____, 2022, by and between the Broome County Public Library, with its principal place of business located at 185 Court Street, Binghamton, New York 13901 (hereinafter referred to as “Lessor”), and the Literacy Volunteers of Broome/Tioga County, Inc., with its principal place of business located at 185 Court Street, Binghamton, New York 13901 (hereinafter referred to as “Lessee”).

WITNESSETH

WHEREAS, the premises subject to this lease agreement is real property located at 185 Court Street in the City of Binghamton, Broome County, New York (hereinafter referred to as the “Building”); and

WHEREAS, the Lessor is desirous to lease a portion of the Building to Lessee and Lessee desires to lease a portion of the Building (hereinafter referred to as the “Premises”) and enter into a lease upon the terms and conditions hereinafter set forth:

NOW THEREFORE, for and in consideration of the Premises and the mutual covenants hereinafter contained, the parties hereto do mutually agree as follows:

PREMISES

1. The Lessor hereby leases to the Lessee, the use of Room 203 for the purpose of housing its office, clerical operations, and classroom space (hereinafter “Premises”).

TERM

2. The term of this Lease shall be from January 1, 2022 through December 31, 2022, unless sooner terminated or extended in accordance with the terms hereof.

CONSIDERATION

3. In consideration for the lease of the Premises, the Lessee shall pay to the Lessor Six Hundred Dollars (\$600.00) per month.

USE OF THE PREMISES

4. Lessee shall use and occupy the Premises for activities customarily related to Lessee's business and for no other purposes without the prior written consent of the Lessor, and shall conduct said business in a quiet and orderly manner without interfering in any way with the conduct of business by the Lessor.
5. Lessee shall not place or cause or allow to be placed any sign or signs on any part of the Premises without obtaining prior written consent of the Lessor.
6. Lessee shall have not be provided with or otherwise obtain a key to the Building, and shall have access to the Premises only during Lessor's normal business hours of operation.
7. Lessee shall comply with all applicable federal, state and local laws, rules and regulations governing its use of the Premises.
8. Lessee shall obtain at their own expense all licenses or permits required for performance of this Agreement, if any, prior to the commencement of the Lease.
9. The Broome County Public Library Director and all authorized library and County personnel shall have unlimited and unrestricted access to the Premises.
10. Lessor will provide all basic utilities including heat, water and electricity and access to existing public restroom facilities. Lessee is not providing hard wired telephonic or computer access.
11. Lessor and its Security Personnel shall have the right to set rules, regulations and limitations concerning the use of the Premises which may extend to the conduct of particular clients. Lessor is in no way responsible for the selection, training or actions of the Lessee and its agents.

MAINTENANCE

12. The Lessor shall maintain the Premises so as to comply with state, federal and local statutes, ordinances, codes, regulations or rules, whether in effect as of the date of

commencement of the Lease or becoming effective during the term of this Lease and shall keep the Premises in a reasonably safe condition and shall be responsible for any and all repairs to the Premises including but not limited to, repairs necessitated by the negligence of the Lessee, its employees, representatives or invitees.

MODIFICATIONS

13. The Lessee shall not, without the express written consent of the Lessor, make any additions, modifications, alterations or improvements to the Premises or any part thereof. All such additions, modifications, alterations or improvements made by the Lessee shall become part of the Premises.
14. Should the Lessor provide the required consent for any addition, modification, alteration or improvement to the Premises, the Lessee shall, at Lessee's sole cost and expense, promptly comply with all applicable state, federal and local statutes, ordinances, rules, orders, regulations and requirements.

INDEMNIFICATION

15. Unless caused by negligence of Lessor, its agents or employees, Lessee agrees that Lessee shall defend, indemnify and save harmless Lessor from any and all suits, actions and causes of action of every name and description brought against Lessor for or on account of any injuries or damage received or sustained by any party or parties by or from the negligence of Lessee, its officers, agents, employees, customers or suppliers. Such indemnity and liability shall not be limited by reason of enumeration of any insurance coverage herein provided, and shall include all costs, expenses and liabilities incurred, including attorney's fees, in or in conjunction with each such claim or action or proceeding brought thereon or in any

way connected with Lessee's occupancy of the Premises. Nothing herein shall create or give to third parties any claim or right of action against the Lessor beyond such as may legally exist irrespective of the foregoing paragraph.

16. Unless caused by negligence of Lessee, its agents or employees, Lessor agrees that Lessor shall defend, indemnify and save harmless Lessee from any and all suits, actions and causes of action of every name and description brought against Lessee for or on account of any injuries or damage received or sustained by any party or parties by or from the negligence of Lessor, its officers, agents, employees, customers or suppliers. Such indemnity and liability shall not be limited by reason of enumeration of any insurance coverage herein provided, and shall include all costs, expenses and liabilities incurred, including reasonable attorney's fees, in or in conjunction with each such claim or action or proceeding brought thereon or in any way connected with Lessor's occupancy of the Premises. Nothing herein shall create or give to third parties any claim or right of action against the Lessee beyond such as may legally exist irrespective of the foregoing paragraph.
17. The Lessor makes no representations or warranties, either express or implied, regarding the Premises, except as herein specifically set forth herein.

INSURANCE

18. At all times throughout the term of this Agreement, the Lessee shall, at its sole cost and expense, maintain or cause to be maintained insurance in accordance with the Contract Insurance Specifications attached hereto and incorporated herein as Exhibit "A", and each other form of insurance that the Lessee is required by law to provide. This coverage shall be in effect from and after the occupancy date. Said insurance shall also be for the benefit of Lessor to the extent of the indemnification set forth in paragraph "15" above. Lessee shall name Lessor as an additional insured on said premises and shall provide Lessor with certificates of insurance.

19. All such insurance shall be effected under valid and enforceable policies issued by insurers of recognized responsibility, licensed to do and doing business in the State of New York and reasonably acceptable to Lessor. All policies of insurance required hereof shall provide for at least 30 days prior written notice of restriction, non-renewal, cancellation, or modification thereof to the Lessor and Lessee. Lessee shall provide a Certificate of Insurance on each anniversary date of this Agreement. The policies evidencing the insurance required hereof shall name the Lessor as an additional named insured.

ASSIGNMENT AND SUBLETTING

20. Lessee, for itself, its successors and assigns, shall not assign, whether by operation of law or otherwise, or pledge or otherwise encumber this lease, or sublet all or any part of the Premises, without the prior written consent of the Lessor.

END OF TERM

21. Lessee acknowledges that possession of the Premises must be surrendered to Lessor at the expiration or sooner termination of the term of this Agreement in the same condition received by the Lessee, reasonable wear and tear excepted. Lessee agrees to indemnify and save Lessor harmless against all costs, claims, loss or liability resulting from the failure or the unreasonable delay by Lessee in so surrendering the Premises, including, without limitation, any claims made by any succeeding tenant founded on such failure or delay. Nothing herein contained shall be deemed to permit Lessee to retain possession of the Premises after the expiration or sooner termination of the term of this Agreement. The aforesaid provisions of this paragraph shall survive the expiration or sooner termination of the term of this Agreement.

TERMINATION

22. This Agreement may be terminated by the Lessor for any reason by serving

written notice on the Lessee at least thirty (30) days prior to its termination. All written notices affecting agreement termination must be delivered by certified mail and will be considered effective upon personal delivery to the Lessee, or five (5) calendar days after deposit in a United States Post Office Box with all postage paid.

REMEDIES OF LESSOR

23. If any notice(s) provided for in paragraph 22 above shall have been given and the term shall expire as aforesaid, the Lessee shall be responsible for such reasonable expenses as Lessor may incur for legal expenses, putting the Premises in good order, preparing the same for re-rental, or any other remedy that may be available at law to the Lessor.

NOTICES

24. All notices, requests, demands, and any other communications required hereunder shall be in writing and shall be delivered by certified mail and will be considered effective upon personal delivery, or five (5) calendar days after deposit in a United States Post Office Box with all postage paid. Any of the undersigned may change their address by written notice to the other party as provided above.

MISCELLANEOUS

26. Each party hereto represents and warrants that it has the necessary authority to enter into this lease.
27. This Agreement may not be changed, modified, discharged or terminated orally or in any manner other than by an agreement in writing signed by the parties hereto or their respective successors and assigns and in accordance with the terms and conditions of the lease, if applicable.
28. The obligations of this Agreement shall bind and inure to the benefit of the

executors, administrators, successors and permitted assigns of the parties hereto with the same effect as if mentioned in each instance where a party hereto is referred to or named.

29. This Agreement constitutes the entire agreement between the parties hereto with respect to the transactions contemplated herein, and it supersedes all prior discussions, understanding or agreements between the parties hereto.
30. This Agreement shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in the Supreme Court, Broome County, New York. The parties agree that they shall not bring an action in any other court for interpretation, enforcement or money damages arising out of or under this agreement.
31. If any provision of this Agreement is declared by any court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other provision hereof.
32. No failure by either party to insist upon the strict performance of any covenant, term or condition of this Agreement, or to exercise any right or remedy, shall constitute a waiver of any rights or remedies that such party may have.
33. Nothing in this Agreement shall be construed as creating or giving rise to any rights in any third parties or any persons other than the parties to this Agreement.
34. The captions or headings in this Agreement are for convenience only and are not construed as limiting or defining the scope or effect of any provision of this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed as of the day and year first above set forth.

Broome County Public Library Board of Trustees
Lessor

BY: _____ Dated: _____
JoAnne Hanrahan, President

Literacy Volunteers of Broome/Tioga Counties, Inc.
Lessee

BY: _____ Dated: _____
Kristen Gordon-Pier, Director

Introduction

As a public institution dedicated to free expression and free access to ideas presenting all points of view concerning the problems and issues of our times, the meetings rooms in the Broome County Public Library (BCPL) are available on equal terms for the lawful activities of all community groups, regardless of their beliefs or affiliations. All meetings must comply with the Broome County Public Library Code of Conduct. Violations of this policy or the Code of Conduct may lead to immediate termination of the meeting and/or loss of future meeting room privileges. Appeals may be made within 5 days to the Library Director who may, at their discretion, bring the matter to the Board of Trustees if a resolution cannot be reached. The use of the meeting room is based on availability.

Available Meeting Rooms/Spaces

(Details of each room and its amenities are available online)

Decker Community Room (80 person limit)

Exhibit Room (49 person limit)

Creation Station (10 person limit)

Ahearn Business Resource Center (16 person limit)

Reading Garden

Availability/Eligibility:

Library community meeting rooms may be available for programs conducted or sponsored by BCPL and are also available for use by others for educational, cultural, recreational or civic purposes. They shall not be used for commercial purposes, personal use, or any event that interferes with the use of BCPL by other patrons.

- Programs of the Broome County Public Library, Friends of the Broome County Public Library, and all library-sponsored programming receive first priority of meeting rooms and all BCPL space.
**Exceptions made for the Broome County Board of Elections.*
- Meeting rooms/spaces are available to organizations on a first come, first served basis based on receipt of request through the BCPL website (thebcpl.org/reserve-room) or via telephone (607-778-3829).
- The organization booking the room is responsible for supplying an interpreter if one is requested.
- Sponsor organizations are responsible for enforcing existing safety regulations, Meeting Room Policies and the BCPL Patron Code of Conduct.

Meeting Room/Space Policies

1. Exits and entrances must be kept free of obstruction.
2. Meetings should not disrupt ordinary library activities.
3. At the start of each meeting, the sponsor organization should identify emergency exits for attendees.
4. Illegal activities—including the use of alcohol or illegal and/or recreational drugs or the possession of weapons of any kind—are prohibited on Library property.
5. Smoking, vaping, and the use of smokeless tobacco are prohibited on Library property, both inside and outside of the building.
6. Organizations MAY NOT charge an entry fee to attendees.

7. No group or individual may solicit for donations within the library except the Broome County Public Library, Friends of Broome County Public Library, Broome County Historical Society, or partner organizations of the Broome County Public Library.
8. The meeting rooms are not completely soundproof. Please do not speak or use electronic devices at a volume that disturbs other patrons.
9. Drinks in closed containers such as covered cups, cans or water bottles are allowed unless noted. Light refreshments (i.e. cake, pizza, fruit or veggie tray) may be served in all rooms with the exception of the Creation Station.
10. Organizations are responsible for setup, clean up and leaving the room in standard configuration when they are done with the space. Any group not leaving the room in a reasonably clean and orderly condition will be notified that a second offense will result in the loss of future meeting room privileges.
11. **Use of the meeting rooms does not reflect the library's endorsement of any particular program, position, or purpose of any person or organization.** To that end, Meeting room users may not create public announcements, fliers or other materials implying that the library has endorsed any meeting room use, unless all parties have made a formal collaboration agreement in writing in advance.
12. Promotional materials should clearly indicate the name and contact information of the sponsor organizations and any organizations affiliated with the program.
13. Please do not put up any signage in the meeting room windows or on doors except for directional purposes.
14. Library meeting rooms may NOT be used for commercial purposes, solicitation of business, or non-BCPL fundraising. Examples of "commercial" activity include, but are not limited to: advertising or selling products, memberships, or services.
15. Any third parties presenting on behalf of the sponsor organization must be aware of the Broome County Public Library Meeting Room Policy, Code of Conduct, and safety regulations.

Scheduling

All meetings must be scheduled during normal operating hours and end by 7:30 p.m. Mon.-Thurs. or 4:30 Fri.- Sat. Exceptions are made for Library related meetings and the Broome County Board of Elections.

There is no fee for reserving and using BCPL Meeting Rooms. ~~The room must be reserved for a minimum of one (1) hour and a maximum of four (4) hours/days.~~ **Rooms may be reserved for a minimum of one (1) hour and a maximum of four (4) hours per day.** Reservations for periods longer than four (4) hours must get approval from the Broome County Public Library. Setup, cleanup, and restoring the room to standard configuration are the responsibility of the individual/group reserving the space. Time to accomplish these tasks must be included in the hours requested.

Reservations will be held for up to 30 minutes on the day of the meeting. (Holding the reservation beyond that is left to the library's discretion.)

Meetings must be completed and the room must be vacated 15 minutes before library closing time.

Organizations and individuals can make up to four (4) advance reservations per calendar month with no reservation made more than three (3) months in advance. More frequent reservations can be made at the discretion of the library.

If an organization must cancel its meeting, the Library must be notified of the change at least 24 hours in advance. Two missed meetings, without prior notice, may result in loss of future meeting room privileges.

Application Process:

Reservations for meeting rooms may be made via the BCPL website ([insert URL](#)) or by telephone (607-778-3829). If made by telephone, a representative of the sponsor organization, who has read and agrees with the policy, must submit the signed Meeting Room Reservation Form within 5 business days of confirmation of date to keep the reservation.

Liability:

The representatives of the Group, who are authorized to make such an agreement, must sign a room usage agreement that memorializes all of the requirements contained herein and approved as to form by the Library Board of Trustees' legal counsel. The Group agrees to indemnify and hold the Broome County Public Library, Library Board of Trustees, and the County of Broome and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damage(s), settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the usage of the room including negligent error(s) and/or omission(s) and/or act(s) by the Group, including Group's employees and licensees or invitees.

RE: Draft MOU

Dewing, Patrick E. <Patrick.E.Dewing@broomecountyny.gov>

Thu 10/27/2022 7:48 AM

To: Bartram, Josias K. <Josias.Bartram@broomecountyny.gov>

Cc: Church, Jennifer <jennifer.church@broomecountyny.gov>

Josias,

I have reviewed the MOU with the Broome County Law Department and with the Office of Management and Budget. We accept the increase of the rent from \$17,000 to \$19,000; we respectfully request that the MOU provide Emergency Services a full two year extension. As we discussed briefly in the meeting, Emergency Services is currently in the final stages migrating the entire County to a new public safety radio system. This consists of programming and installing thousands of radios for hundreds of departments across the County; the estimated completion date of the project is November 2023. We are committed to working with the Library and the Board on a transition however, I think we need the full two years to make true progress.

Thank you in advance for your and the Board's consideration in this matter.

Sincerely,

Patrick E. Dewing

Director

Broome County Office of Emergency Services

Public Safety Facility

153 Lt. VanWinkle Drive

Binghamton N.Y. 13905

(607) 778-1178

(607) 778-1150 (Fax)

Email: Patrick.Dewing@BroomeCounty.US

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MEMORANDUM OF UNDERSTANDING BETWEEN
THE BROOME COUNTY PUBLIC LIBRARY AND
BROOME COUNTY OFFICE OF EMERGENCY SERVICES

THIS MEMORANDUM OF UNDERSTANDING is by and between the BROOME COUNTY PUBLIC LIBRARY and BROOME COUNTY OFFICE OF EMERGENCY MANAGEMENT SERVICES,

WHEREAS, the Broome County Public Library, located at 185 Court Street, Binghamton New York 13905 is owned by the County of Broome with day to day operations; and

WHEREAS, the Broome County Library Trustees (Library) manage the day to day operation of the library pursuant to an agreement between the County of Broome and the Library Board of Trustees dated April 9, 1985; and

WHEREAS, the Broome County Office of Emergency Services (Emergency Services) is a Department within the County of Broome, a municipal corporation of the State of New York, having offices at the Edwin L. Crawford County Office Building, Binghamton, New York 13902; and

WHEREAS, Emergency Services wishes to establish a back-up 911 call center in currently unused space within the Broome County Public Library; and

WHEREAS, the Library wishes to make approximately 1,351 square feet of space, formerly used as a technical services area, available to Emergency Services for use as a back-up 911 call center; and

NOW, THEREFORE, the parties hereto do mutually agree as follows:

TERM

This Memorandum of Understanding shall commence on January 1, 2023 and end on December 31, 2024, unless sooner terminated by either party as follows. Either party may terminate this agreement upon thirty days written notice of their intention to terminate the arrangement.

SCOPE OF SERVICES

Emergency Services will utilize a portion of the Broome County Public Library constituting approximately 1,351 square feet of space which was formerly used as a technical services area and as depicted generally as the shaded area in the diagram attached hereto as Exhibit "A" for use as a back-up 911 call center.

Emergency Services will be responsible for the expense and scheduling of all upgrades and/or alterations required for the use of the space as a back-up 911 call center including to any telecommunications, electrical, mechanical and/or infrastructure systems. All such

work shall be subject to prior approval of the Library Director and shall be subject to approval by the appropriate representative from of the County including the Department of Public Works and be subject to any necessary approval process. Emergency Services shall be responsible for supplying, installing and maintaining any supplies necessary to the operation of the back-up 911 center including any furniture, backup power, computer or telecommunication devices. The Library shall have the right to direct the removal or reversal of any such improvements, furnishings, supplies or fixtures upon the termination of this agreement.

Emergency Services will also have an equipment shipping and receiving area and roof top of the library. Access to said equipment will be available 24/7. Additionally, Emergency Services will install and maintain a backup generator located in the rear loading dock area of the Library. Garbage generated by Emergency Services will be removed by Emergency Services to a designated area within the Library as designed by the Library Director. Disposal of garbage will be by the Library.

Emergency Services shall have twenty-four-hour access to all space referenced under this Memorandum as arranged through Broome County Security. Emergency Services shall be responsible for additional Broome County Security expenses necessitated by their use of the space.

As required by federal regulation, the emergency services space shall be locked 24/7 and restricted to entry by emergency services personnel only. The Director of Emergency Services will coordinate with the Director of the Library to arrange for key staff to obtain the necessary clearances to enter the space.

COMPENSATION

The Library shall be compensated for the use of space and services at the rate of \$17,000 per year for 2023 and \$19,000 per year for 2024. Emergency Services must issue its full payment within the first quarter of the year each year. If this agreement is terminated by either party prior to the expiration of a full yearly term then the compensation shall be prorated on a monthly basis.

INSURANCE

Both the Library and Emergency Services are insured by Broome County, a self-insured entity, and agree that all insurance requirements are deemed satisfied.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by the Library and Emergency Services.

BROOME COUNTY PUBLIC LIBRARY

BROOME COUNTY OFFICE OF
EMERGENCY SERVICES

By _____

By _____

JoAnne Hanrahan
Library Board of Trustees President

Patrick Dewing
Director of Emergency Services

Date: _____

Date: _____

Goals

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Definitions

- a. **Goal:** The benefit that BCPL will provide to the Broome County community through specific services, programs, and resources
- b. **Objective:** A specific service, program, or resource that is defined by its intended outcome
- c. **Action:** A measurable step towards an objective
- d. **Responsible Parties:** Members of the BCPL organization who are responsible for an action

*******YELLOW INDICATES** the Target Date was due during this 6 month time frame or had not been completed at the the time of the last assessment. **ORANGE INDICATES** the Target Date is in the next 6 month review period. **GRAY INDICATES** completion in previous reports *****

2021 Action Plan: Building Sustainable post-COVID operations:

Objectives	Actions	Target Date	Responsible Parties
1. Build sustainable post-COVID library operations	1a. Allow limited use of meeting rooms for partner organizations and county departments	2/1/2021 - 5/31/2021 COMPLETE	Sherry Kowalski (Head of Information Services)
	1b. Facilitate the vaccination of library staff	3/16/2021 - 5/1/2021 COMPLETE	Josias Bartram (Library Director), BCPL Department Heads
	1c. End the quarantine of returned materials	3/29/2021 COMPLETE	Kathleen Shores (Head of Circulation)
	1d. Extend daily computer limit to 1 hour	3/29/2021 COMPLETE	Sherry Kowalski
	1e. Reopen on Saturdays for 5 hours	4/17/2021 COMPLETE	Josias Bartram, Department Heads

	1f. Begin hosting Friends' book sales with limited occupancy	4/17/2021 COMPLETE	Josias Bartram, Jennifer Keysor (Librarian for Systems and Facilities)
	1g. End periodic cleaning closures	6/1/2021 COMPLETE	Jennifer Keysor, Kathleen Shores
	1h. Reopen the 2nd floor	6/1/2021 COMPLETE	Jennifer Keysor, Monica Buckley (Local History)
	1i. Reopen Local History department	6/1/2021 COMPLETE	Monica Buckley, Roger Luther (Broome County Historian)
	1j. Staff all service desks at pre-COVID levels	6/1/2021 COMPLETE	Department Heads
	1k. Begin allowing limited community use of meeting rooms	6/1/2021 COMPLETE	Sherry Kowalski, Jennifer Keysor
	1l. Reopen for full Saturdays	6/5/2021 COMPLETE	Josias Bartram, Department Heads
	1m. Reopen on weeknights	6/28/2021 COMPLETE	Josias Bartram, Department Heads
	1n. Begin offering outdoor programs	6/28/2021 COMPLETE	Sherry Kowalski, Kelsey Matoushek (Head of Youth Services)
	1o. Reopen Public Lounge	August 2021 Removed 11/21 - tied into "Addressing Mental	Jennifer Keysor

		Health and Homelessness at the Broome County Public Library” project - Klee Fdn.	
	1p. Return to pre-COVID computer limit	Fall 2021 COMPLETE	Sherry Kowalski
	1q. Remove plexiglass barriers and COVID signage	2022—This will be completed when appropriate.	Kathleen Shores, Laura Haynes

2021-2023 Goals, Objectives, and Action Plan

Goal 1. Strengthen the Library and Build Organizational Resilience

Objectives	Actions	Target Date	Responsible Parties
1. Expand and diversify funding	1a. Create a funding plan that is feasible and sustainable with stakeholders	October 31, 2021 October 31, 2022 COMPLETE	Josias Bartram, Dale Ketcham (Consultant), Finance Committee
	1b. Update funding plan in response to budget meetings and community needs	Annually, October 31st Complete for 2021, 2022, 2023	Josias Bartram, Dale Ketcham, Finance Committee
	1c. Identify opportunities for grant funding	June 2021 and ongoing COMPLETE	Josias Bartram, Dale Ketcham
	1d. Work with Friends of the Library to create donor appeals and other direct fundraising	Summer 2021 and ongoing Complete for 2022; ON HOLD for 2023	Josias Bartram, Friends of the Broome County Public Library
	1e. Develop a strategy for fully utilizing the BCPL trust fund	August 31, 2021	BCPL Board of Trustees, Josias Bartram, Finance

		August 31, 2022 IN PROGRESS	Committee
	1f. Spend the Community Foundation's Broome County Public Library Development Fund on 2021 priorities outlined in this plan	November 30, 2021 November 30, 2022 COMPLETE	Josias Bartram, Board of Trustees, Laura Haynes
	1g. Produce a professional Annual Report that represents the Library to stakeholders and potential funders	April 8, 2021 and annually by March 1st 2021, 2022 COMPLETE; 2023 to be completed SPRING and systemized	Laura Haynes, Josias Bartram
2. Rebuild BCPL staff by prioritizing the creation of positions to support the growth and development of the library	2a. Restore one Information Services FTE as a Library Assistant position specializing in emerging technology and digital literacy	2022 COMPLETE	Josias Bartram, Sherry Kowalski
	2b. Fill empty positions with qualified candidates	June 1, 2021 COMPLETE	Josias Bartram, Kathleen Shores, Kelsey Matoushek
	2c. Ensure all PT staff are working full allotment of hours	June 1, 2021 COMPLETE	Josias Bartram, Kathleen Shores, Kelsey Matoushek
	2d. Make the Principal Account Clerk position full time	In 2023 budget	Josias Bartram, Board of Trustees
	2e. Complete a thorough analysis of long-term staffing needs	December 31, 2021 December 31, 2022	Board of Trustees, Josias Bartram, Department Heads
	2f. Develop professional development and/or training plans for all staff members based on self-assessment and	June 1, 2022: Will be delayed but is still a goal	Josias Bartram, Department Heads

	the scope of new services		
3. Expand access to the library by eliminating or reducing burdensome fines and fees	3a. Eliminate overdue fees on JUV materials	January 2021 COMPLETE	Board of Trustees, Josias Bartram, Kathleen Shores
	3b. Reduce fee for non-resident library cards	January 2021 COMPLETE	Board of Trustees, Josias Bartram, Kathleen Shores
	3c. Budget for the elimination of all overdue fees	June 2021 COMPLETE	Josias Bartram, Finance Committee
	3d. Obtain funding to support the elimination of all overdue fees	July - December 2021 COMPLETE	Josias Bartram, Finance Committee, Dale Ketcham
	3e. Eliminate all overdue fees	January 2022 COMPLETE	Josias Bartram, Kathleen Shores
	3f. Work with funding partners to publicize the elimination of overdue fees	2022-2023 COMPLETE: continue to publicize	Josias Bartram, JoAnne Hanrahan (Board President)
4. Clarify and rebuild BCPL's role as central library in the Four County Library System	4a. Conduct an informal survey on the role of the central library in both peer and aspirational library systems	April 2021 COMPLETE	Josias Bartram, Steve Bachman
	4b. Drawing on the data collected from other systems, conduct a survey of the libraries in the Four County System to assess the desired role(s) of BCPL as an active central library	June 2021 COMPLETE	Josias Bartram, Steve Bachman
	4c. Work with the Four County Library System Steering Committee to address the role of the central library in the 2022-2026 Plan of Service	April - July 2021 COMPLETE	Josias Bartram, Steve Bachman

	4d. Budget for an expanded role as the central library	June 2022 *happening through grants - included in 2023 budget	Josias Bartram, Finance Committee
	4e. Work with the Four County Library System to publicize BCPL's role as the central library	2022 and ongoing Common Goal with 4CLS COMPLETE	Josias Bartram, Steve Bachman
5. Coordinate strategic planning with Broome County, the City of Binghamton, the Four County Library System, and the Friends of the Broome County Public Library	5a. Meet with City and County Planning Departments	Summer 2021 COMPLETE	Dale Ketcham, Josias Bartram
	5b. Actively participate in developing the Four County Library System's 2022-2026 Plan of Service	April - July 2021 COMPLETE	Josias Bartram, Dale Ketcham, Steve Bachman
	5c. Include representatives of BCPL Friends in all planning activities	2021 and ongoing COMPLETE	Planning Committee, Josias Bartram, JoAnne Hanrahan
6. Develop and implement a comprehensive plan addressing diversity, equity, and inclusion	6a. Create a Diversity, Equity & Inclusion (DEI) Plan based on survey data and researched best-practices in addressing the diverse needs of the library community	Summer 2021 Winter 2021 In Progress	Board of Trustees, Josias Bartram, Diversity, Equity & Inclusion Committee
	6b. Recruit a committee to review and revise the DEI Plan	September 2021 COMPLETE	Board of Trustees, Josias Bartram
	6c. Identify staff and board members to implement action steps of the DEI Plan	September 2021 Summer 2022 In Progress	Board of Trustees, Josias Bartram, Department Heads, Diversity, Equity & Inclusion Committee
	6d. Allocate appropriate funds from budget to advance DEI goals including materials acquisitions and facilities upgrades & begin implementation	January 2022 and ongoing In Progress	Board of Trustees, Josias Bartram, Sherry Kowalski, Laura Haynes

	6e. Routinely review progress towards meeting DEI goals and make adjustments to timelines, budgets, and responsible parties	January 2022 and ongoing In Progress	Board of Trustees, Josias Bartram, Diversity, Equity & Inclusion Committee
7. Continue to hone community needs assessment	7a. Refine survey questions using the data collected from the 2020 survey	January April 2022 and ongoing COMPLETE	Planning Committee, Josias Bartram, Laura Haynes
	7b. Develop targeted questions for different stakeholders	January April 2022 and ongoing Did not go in this direction with survey.	Planning Committee, Josias Bartram
	7c. Improve demographic dataset and account for complex family structures	January April 2022 and ongoing COMPLETE	Planning Committee, Josias Bartram
	7d. Administer survey annually	Annually in February *will complete in 2023 (& then biannually)	Josias Bartram
	7e. Assess Library hours	February 2022 Ongoing based on staff and eventual new people counters	Josias Bartram
	7f. Work with the community and staff to update BCPL's mission, vision, and philosophy	June 1, 2022f To include in next strategic plan	Planning Committee, Josias Bartram, Board of Trustees, Department Heads
8. Revisit and update strategic plan biannually	8a. Planning committee meets to assess progress	October and April 2021-2023 COMPLETE	Planning Committee, Josias Bartram
	8b. Planning committee reports progress to Board of Trustees	November and May 2021-2023	Planning Committee, Josias Bartram
	8c. Progress is reported to the public annually	December 2021-2023 Will be incorporated into annual report	Planning Committee, Josias Bartram

Goal 2. Create Young Readers: Early Literacy

Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen (Nelson, p. 165).

Objectives	Actions	Target Date	Responsible Parties
<p>1. Ensure the Broome County Public Library is providing meaningful programming to support early literacy opportunities</p> <p>Kelsey has been hard at work over the past 6 months on these. Josias reports that Youth Services is on schedule or ahead for all targets. *Planning committee interested in having Kelsey come and share or having someone do it on her behalf if she is unavailable.</p>	1a. Develop measurable goals and standards for each program	Annually in January NOW A STANDARD	Kelsey Matoushek
	1b. Conduct annual assessments of each program and evaluate against program goals and standards	Annually in December NOW A STANDARD	Kelsey Matoushek, Michelle Ford (Youth Services Librarian)
	1c. Identify opportunities and strategies for improvements, including trainings for staff & opportunities for partners to achieve community impacts	Annually in January NOW A STANDARD	Kelsey Matoushek, Josias Bartram
	1d. Develop a pilot for bilingual storytimes	2023 COMPLETE	Kelsey Matoushek, Michelle Ford
	1e. Form a parental advisory group	2023	Kelsey Matoushek
	1f. Develop programs that support parental/care-giver involvement in early literacy	2023	Kelsey Matoushek, Michelle Ford, Sherry Kowalski
<p>2. Increase available technology for early literacy with a focus on STEAM (science, technology, engineering, arts, math)</p>	2a. Investigate available technology; find experts within the community to guide research	2021-2022 COMPLETE	Kelsey Matoushek
	2b. Develop a plan for implementing new technology including funding stream and assessment	2022 COMPLETE	Josias Bartram, Kelsey Matoushek
	2c. Implement plan and evaluate	2023 IN PROGRESS	Josias Bartram, Kelsey Matoushek

	success		
3. Establish a vehicle for ongoing communication between the Broome County Public Library and the local community of educators and caregivers	3a. Build relationships with educators and school administrators to support early literacy	December 31, 2021 COMPLETE	Kelsey Matoushek, Dale Ketcham
	3b. Develop an Educator Advisory Group that includes caregivers, classroom teachers and administrators that will work with staff to evaluate and design programs	December 31, 2022 2023	Kelsey Matoushek, Dale Ketcham
	3c. Build relationships with the homeschoolers community	December 31, 2021 COMPLETE	Kelsey Matoushek, Michelle Ford
	3d. Pilot program to automatically issue library cards with pre-K and Kindergarten registration	2023	Kelsey Matoushek, Dale Ketcham

Goal 3. Know Your Community: Community Resources and Services

Residents will have a central source for information about the wide variety of programs, services, and activities provided by the BCPL, community agencies and organizations (Nelson, p. 180).

Objectives	Actions	Target Date	Responsible Parties
1. Increase awareness of the Library and the resources BCPL offers the community	1a. Develop a communications plan	December 31, 2021 COMPLETE	Josias Bartram, Marketing Committee, Kathleen Shores, Sherry Kowalski, Laura Haynes
	1b. Update Library branding and logo with guidance of marketing experts	December 31, 2021 COMPLETE	Josias Bartram, Marketing Committee, Sherry Kowalski, Laura Haynes
2. Visibly engage with the community outside of the library walls	2a. Plan outdoor programming for Reading Garden	July 2021 and ongoing COMPLETE	Sherry Kowalski, Kelsey Matoushek
	2b. Increase outreach at local community events	December 31, 2022 COMPLETE	Josias Bartram, Sherry Kowalski, Kelsey Matoushek

	2c. Work with local businesses & organizations to engage county residents in the immediate vicinity of the Library	December 31, 2023	Josias Bartram, BCPL Board of Trustees
3. Bring diverse community services into the Library and give patrons access where appropriate	3a. Promote community resources at the library	June 2022 and ongoing COMPLETE	Sherry Kowalski, Kathleen Shores
	3b. Collaborate with community programs to connect patrons to resources at the Library; specifically addressing needs of patrons from historically disadvantaged communities	June 2022 and ongoing IN PROGRESS	Josias Bartram, Sherry Kowalski, Diversity, Equity & Inclusion Committee
	3c. Pursue grants and alternative funding to develop a point of service model that allows the BCPL to host/house satellite spaces for these programs	Fall 2021 and ongoing IN PROGRESS	Dale Ketcham, Josias Bartram
4. Work with the Broome County Historian and the Broome County Historical Society to modernize and promote the Local History and Genealogy Center	4a. Pursue a planning grant to facilitate the development of the Local History Department	2022 2023	Josias Bartram, Dale Ketcham, Roger Luther
	4b. Develop a plan to address the lack of adequate archival storage and shelving	2023 Historical Society Addressing	Josias Bartram, Roger Luther
	4c. Develop a plan to address the backlog of unprocessed archival collections	2023 Historical Society Addressing	Josias Bartram, Roger Luther
	4d. Prioritize the digitization of historical materials for online access	2023 Historical Society Addressing	Josias Bartram, Roger Luther, Monica Buckley
	4e. Clarify and formalize the relationship between the Library, the Historical Society, and the County Historian	2023 THIS STILL IS THE TOP PRIORITY IN THIS SECTION	Josias Bartram, Roger Luther

	4f. Plan for the gradual obsolescence of microfilm	2021 and ongoing COMPLETE	Josias Bartram, Roger Luther, Monica Buckley
	4g. Grow the user base for the Local History Center through active promotion, digital collections, and outreach to diverse communities	2023	Josias Bartram, Roger Luther, Monica Buckley

Goal 4. Satisfy Curiosity: Lifelong Learning

Goal: Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives (Nelson, p. 195).

Objectives	Actions	Target Date	Responsible Parties
1. Develop mission-driven programming for children, teens, and adults that is responsive to community needs and interests	1a. Develop measurable objectives for each program	Annually in January NOW A STANDARD	Sherry Kowalski, Kelsey Matoushek
	1b. Conduct annual assessments of each program and evaluate against program goals	Annually in December NOW A STANDARD	Sherry Kowalski, Kelsey Matoushek
	1c. Identify opportunities and strategies for improvements, including trainings for staff & opportunities for partners to achieve community impacts	Annually in January NOW A STANDARD	Josias Bartram, Sherry Kowalski, Kelsey Matoushek
2. Address digital literacy for all ages	2a. Work with Literacy Volunteers to develop a digital literacy program with measurable objectives	February 2021 and ongoing COMPLETE	Josias Bartram, Sherry Kowalski
	2b. Assess what services are already available in Broome County so as not to duplicate services	February 2022 and ongoing COMPLETE	Josias Bartram, Sherry Kowalski

	2c. Continue to survey the community and understand technological deficits	Annually in February Will be addressed in Community Needs Assessment	Josias Bartram, Sherry Kowalski, Laura Haynes
	2d. Works towards creation of a Library Assistant position that specializes in digital literacy assistance and training	2022- COMPLETE!	Josias Bartram, Sherry Kowalski, Board of Trustees
	2e. Develop innovative STEAM programming for children and teens	2022 and ongoing NOW STANDARD	Kelsey Matoushek
3. Build circulating collections of tools, equipment, technology, and other non-traditional items that address clear community needs	3a. Assess unmet community needs for tools, equipment, and technology	2022 Will be addressed in Community Needs Assessment	Josias Bartram, Sherry Kowalski, Laura Haynes
	3b. Conduct a survey of formal and informal collections that are already being offered within Broome County and share the results with the community as a resource list	2022 2023 (not a priority)	Josias Bartram, Sherry Kowalski, Laura Haynes
	3c. Develop collections policies and procedures modeled after peer and aspirational libraries with successful programs	2022 2023	Josias Bartram, Sherry Kowalski, Laura Haynes, Kathleen Shores
	3d. Coordinate with the other libraries in the Four County Library System	2022 2023	Josias Bartram, Sherry Kowalski, Laura Haynes
	3e. Implement a pilot program based on findings	2023	Josias Bartram, Sherry Kowalski, Laura Haynes, Kathleen Shores

Goal 5. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

Goals: Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options (Nelson, p. 199).

Objectives	Actions	Target Date	Responsible Parties
1. Build a more robust collection of e-books and e-audiobooks	1a. Conduct an assessment of what e-books and e-audiobooks patrons are interested in	2022 2023	Laura Haynes, Sherry Kowalski
	1b. Assess the e-book and e-audiobook needs of ESL students, the disabled community, and other specialized populations	2022 IN PROGRESS WITH DEI	Laura Haynes, Sherry Kowalski
	1c. Assess available options for e-book and e-audiobook services	2022 2023	Laura Haynes, Sherry Kowalski
	1d. Advocate for increased e-book and e-audiobook spending in the Four County Library System as the central library	2021-2022 COMPLETE	Josias Bartram
	1e. Provide increased support and training for patron e-book and e-audiobook use	2022 and ongoing COMPLETE	Sherry Kowalski
2. Engage subcultures such as fandoms and gamers that are already active in the community Laura is taking initiative on this! :)	2a. Develop outreach program to engage interest groups	2022 Piloting!!	Kelsey Matoushek, Sherry Kowalski
	2b. Coordinate with other libraries in the Four County Library System	2022	Josias Bartram, Kelsey Matoushek, Sherry Kowalski
	2c. Partner with existing businesses and organizations such as comic book stores to cross promote programs	2022 COMPLETE	Josias Bartram, Kelsey Matoushek, Sherry Kowalski
3. Strengthen the sense of community between staff, patrons, and stakeholders around a shared love of reading, viewing, and	3a. Create a dialogue between staff and patrons on social media and in person through recommendations and reviews of books, movies, and other materials from the library's collection	2021 and ongoing IN PLACE	Sherry Kowalski

listening for pleasure	3b. Develop a framework to support patron led book clubs	2022 Lack of space - not a high priority.	Sherry Kowalski
	3c. Promote existing clubs and interest groups	2022 and ongoing COMPLETE	Sherry Kowalski, Kathleen Shores
4. Expand the library's offerings in the arts	4a. Develop art exhibit program	2022 COMPLETE	Sherry Kowalski, Josias Bartram, Laura Haynes
	4b. Partner with the local arts community to provide dynamic programming and opportunities for patrons	2022 COMPLETE/ Ongoing	Sherry Kowalski, Josias Bartram

Goal 6. Visit a Comfortable Place: Physical and Virtual Spaces

Goals: Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking (Nelson, p. 210).

Objectives	Actions	Target Date	Responsible Parties
1. Revitalize the library space, both physical and virtual, to create a more welcoming environment	1a. Refresh the Library by repainting, reflooring, and rearranging the space to accommodate current and future needs	Spring 2021, and ongoing COMPLETE	Jeffrey Boisvert (Trustee), Josias Bartram, Laura Haynes, Sherry Kowalski
	1b. Create a visually and spatially distinct teen space through the use of distinctive paint, carpet, and furnishings	Spring 2021, and ongoing COMPLETE	Jeffrey Boisvert, Josias Bartram, Laura Haynes, Kelsey Matoushek
	1c. Renovate and refresh the Youth Services department	2022 2023/In Progress	Jeffrey Boisvert, Josias Bartram, Laura Haynes, Kelsey Matoushek
	1d. Gather and synthesize staff feedback on long-term design plan	Summer 2021, and ongoing IN PROGRESS	Jeffrey Boisvert, Josias Bartram, Laura Haynes, Sherry Kowalski
	1e. Improve signage and patron wayfinding experience	Summer 2021, and ongoing IN PROGRESS	Jeffrey Boisvert, Josias Bartram, Laura Haynes, Sherry Kowalski
	1f. Overhaul the current Library website to be more user friendly and intuitive	January 2022 COMPLETE	Josias Bartram, Laura Haynes, Sherry Kowalski
	1g. Complete an existing conditions analysis for the Reading Garden from which to create a garden improvement plan, including budget and possible funding sources	Summer 2021	JoAnne Hanrahan, Kate Miller-Corcoran (Treasurer of the Board), Josias Bartram, Jennifer Keyser
	1h. Implement wireless/mobile printing	June 2021 COMPLETE	Josias Bartram, Laura Haynes

	1i. Conduct a thorough review of meeting room policies and procedures and revise where needed	Summer 2024 Summer 2022 COMPLETE	Jeffrey Boisvert, Josias Bartram, Laura Haynes, Sherry Kowalski
2. Work with the community to enhance, destigmatize, and promote the immediate neighborhood	2a. Collaborate with the City of Binghamton and Broome County on cosmetic improvements to the blocks surrounding the library	2022 and ongoing Stadium District Plan	JoAnne Hanrahan, Josias Bartram, Dale Ketcham
	2b. Engage businesses and community organizations in the immediate vicinity of the library to showcase the neighborhood	2021 and ongoing IN PROGRESS	Dale Ketcham, Josias Bartram, JoAnne Hanrahan
	2c. Review of BCPL responsibility for addressing issues of homelessness, poverty, etc, mentioned in survey	2022 COMPLETE	Dale Ketcham, Josias Bartram, Diversity, Equity & Inclusion Committee
3. Create a space that is welcoming to and inclusive of everyone in the Broome County community	3a. Address the inclusiveness of the Library space as part of the DEI plan	2024 2022 IN PROGRESS WITH DEI	Josias Bartram, Board of Trustees, Laura Haynes, Diversity, Equity & Inclusion Committee
	3b. Institute annual customer service training	November 2021 and annually Will begin in 2023; there are other staff trainings that are higher priority.	Josias Bartram, Department Heads
	3c. Assess the efficacy of current hours through inclusion in future surveys and the installation of networked people counters	February 2022 IN PROGRESS	Josias Bartram, Planning Committee, Laura Haynes

The Broome County Public Library needs to know how well we're meeting our community's needs and what you believe we should focus on while planning for the future. As we prepare to move past the COVID pandemic, it's important to ask for your help in getting back to "normal." Your input will define what "normal" should look like at the Library. Your responses will be treated anonymously, and there will be no way to link opinions expressed to any individual.

1. When was your most recent visit to the Broome County Public Library?
 - a. Within the last month
 - b. Within the last year
 - c. Within the last 2 years
 - d. Within the last 5 years
 - e. Longer than 5 years
 - f. I've never visited the Broome County Public Library
2. Did you notice any changes when you last visited?
 - a. Yes - positive change
 - b. Yes - negative change
 - c. No
 - d. N/A
3. If so, what did you notice?
4. How often do you utilize our off-site resources such as e-books, audiobooks, and streaming?
 - a. never
 - b. not very often (once a month)
 - c. somewhat often (twice a month)
 - d. often (once a week or more)
5. How often do you check or interact with our social media?
 - a. never
 - b. not very often (once a month)
 - c. somewhat often (twice a month)
 - d. often (once a week or more)
6. What are your priorities for the Library. Please choose your top three:
 - a. Comfort of the physical space
 - b. Aesthetics of the physical space

- c. Children's programs
- d. Teen programs
- e. Adult programs
- f. Computers and technology
- g. Books and other collections
- h. Research assistance
- i. Meeting rooms
- j. Bathrooms and facilities
- k. Local history and genealogy
- l. Other_____

7. What services would you like to see the Library offer?

- a. Food pantry
- b. Lunches for kids
- c. Clothing giveaway
- d. Bike share
- e. Memory kits for dementia patients
- f. Home delivery
- g. Kitchen gadgets/ baking pans to checkout
- h. Sun lamp for checkout
- i. Fishing poles and tackle for checkout
- j. Passes to state parks/museums
- k. Health classes in partnership with hospitals
- l. Houseplant exchange
- m. Seed library
- n. Cooking classes about cooking on a budget
- o. Accessibility center (dimmable lights, noise dampening furniture, sensory toys/technology
- p. Classes on entrepreneurship
- q. Art classes (watercolor, etc)
- r. Tool library
- s. Other_____

8. What technologies would you like to see the Library offer?

9. How often do you use the current services and technologies that Broome County Public Library offers?

I didn't know about the service/technology

I don't use the service/technology

I use the service/technology several times per month

I use the service/technology several times per week

- a. Color/black & white printing
- b. Cricut for use in the library
- c. Sewing machine for use in the library
- d. Knitting needles (circular and double pointed) available to check out
- e. Playaway collection of Young Adult books
- f. Document scanning
- g. Peer counseling
- h. Wi-Fi and Public Computers
- i. Adaptive technology computers
- j. Puzzle station
- k. Other _____

10. What is the Library doing well?

11. How could we improve?

12. I rate the Broome County Public Library's warmth, appeal and comfort level as:

___ excellent ___ good ___ average ___ fair ___ poor

13. Describe one thing you wish the Library would do to make the space more attractive and welcoming _____

14. Are you or anyone in your family disabled?

- a. I am disabled
- b. Someone else in my family is disabled
- c. No one in my family is disabled

[If a or b is selected]

14a. How well does the Library meet your (or your family member's) needs as a disabled person?

- a. The Library fully meets my needs
- b. The Library partially meets my needs, but some improvements are needed
- c. The Library meets some of my needs, but major improvements are needed
- d. The Library doesn't meet my needs

14b. What can the Library do to improve your experience as a disabled patron?

Demographics

This information is being collected in order to help us better understand our community and provide context for the data that we collect with this survey. All answers are optional.

15. I identify as: (Select all that apply)

- a. Indigenous or Native American
- b. Middle Eastern or North African
- c. Asian
- d. Native Hawaiian or Pacific Islander
- e. Black or African American
- f. White
- g. Hispanic or Latino
- h. Not listed here or prefer to self-describe: _____
- i. Prefer not to answer

16. Do you identify with a specific ethnic or cultural identity?

- a. Yes
- b. No

If yes, open ended

17. Which of the following best describes you? (Select all that apply)

- a. Woman
- b. Man
- c. Trans

- d. Non-binary/Gender fluid/Gender queer
- e. Agender
- f. Prefer not to answer
- g. Prefer to self-describe: _____

18. Year of birth (4 digits please) _____

19. Home Zip Code _____

20. Are there children in your household?

YES NO

20a. If yes, please select their age groups (select all that apply)

Infant/Toddler

Preschool

Elementary

Middle School/Jr. High

High School