

Members Present: JoAnne Hanrahan, Peter DeWind, Charmian Foster, Kate Miller-Corcoran, Katie Bowers, Vikki Collazo, Sarah Glose, Jennifer Embry

Also Present: Josias Bartram, Laura Haynes, Judd Karlman, Sherry Kowalski, Kathleen Shores

CALL TO ORDER - 5:34pm

PUBLIC COMMENTS - none

GUESTS - none

AMENDMENTS TO THE AGENDA - none

- Motion to accept September 14, 2023 minutes. Approved: Motioned by Kate Miller-Corcoran and 2nd by Vikki Collazo, passes unanimously

APPOINTMENTS & RESIGNATIONS

- Kristine Burke – resignation as Custodial Worker
 - Motion to accept resignation. Approved: Motioned by Vikki Collazo and 2nd by Charmian Foster, passes unanimously.
- Ismael Waldron – appointment as Custodial Worker
 - Motion to accept appointment. Approved: Motioned by Kate Miller-Corcoran and 2nd by Peter DeWind, passes unanimously.

NEW BUSINESS

- 4CLS Digital Content Plan
 - Discussed having a yearly cycle to make sure board/ED cover together core library services and programs
 - BCLP uses Hoopla and Libby/Overdrive - the patron and staff review of them is unsatisfactory - they often do not have the books they want.
 - Libby/Overdrive is through 4CLS. The system purchases titles and loans out the “copy”.
 - Hoopla is through BCPL only. It is pay per patron use. It has a lot more content, but creates a weird reverse incentive - if more people use it then we budgeted for, we’d need to drive down usage.
 - Audiobooks and ebooks are regarded as “software” under the law, so their usage is limited and highly variable depending on the publisher (can expire after a certain number of uses, certain number of days, etc) and the licenses range widely in price - the price for libraries is often 4-5x the cost of the regular consumer price).
 - Physical books and DVDs still dominate our circulation - cannot reduce book budget to cover ebooks.
 - Presently, we do not pay out of our book budget for Overdrive.
 - Comparably-sized library systems are spending 3-4x what 4CLS spends. As a result, we have far fewer e-resources and are also locked out of reciprocal agreements with other systems to be able to share e-resources.
 - We need to vote: there is a three year plan to improve the e-resources system from 4CLS (with lots of input from BCPL):
 - All libraries in the system will increase spending each year through 2026. Our spending will look like the following:
 - Initially out of the A/V budget.
 - 2024: \$8,360.10
 - 2025: \$9,753.45
 - 2026: \$11,146.80

- Moves the system from a capped amount to an investment that needs to increase over time.
 - Motion to accept plan for 2024, 2025, and 2026 investments. Approved: Motioned by Sarah Glose and 2nd by Jennifer Embry, passes unanimously.
- Staff presentations: Work that we're excited about
 - Ended prior meeting on difficulties and trauma faced by BCPL. As a balance, staff are here to discuss the work that they are excited about.
 - Laura Haynes:
 - Dungeons and Dragons program
 - Every program is full, every time. Wide age range for both adult program and youth program.
 - Our Dungeon Master (basically the referee) just stepped down, so we are hiring for a new one and have many promising candidates
 - Also starting a DM 101 group to train new DM's
 - Chalk the Walk with BC Safe - 40 people showed up to the reception event, displayed art from chalk event and LUMA
 - Tabletop gaming social group
 - DIY Memory Kit program with Alzheimer's Association in March
 - Sherry Kowalski
 - Farm to Library - looking to expand the "Grow a Row" program to bring in more donations.
 - Looking to start up a Seed Library and work with VINES and CCE Broome to offer gardening classes in 2024.
 - Read Between the Dines - Book club, usually 10 people/program. Patrons eat, drink and discuss books.
 - If the budget passes and we get the custodial supervisor, Sherry will have more time to focus on programming. We will also have more staff available to hang art, offering the opportunity for more art shows.
 - Judd Karlman
 - Showcasing "old reliables"
 - Sit n' Stitch - in the summer, had a wide age range. With students back in school, it's now mostly older adults, but attendance is high and consistent.
 - Adult Coloring Club
 - Very popular, and the group definitely feels dedicated to the program and group - is able to maintain their own momentum
 - Acoustic Jam
 - Very popular, also able to maintain their own momentum
 - New programs
 - Crime and Craft
 - Growing popularity - listening to a true crime podcast while crafting
 - Author Talks
 - Sandra Hall - memoir, As Long As I'm Here, I Might As Well Put On My Shoes
 - Hugh Ryan - When Brooklyn Was Queer; Women's House of Detention
 - Kathleen Shores
 - Peer Support Group - will be presenting about it's development and impact at NYLA in November, along with two social workers and two peer support specialists
 - Josias Bartram

- Staff Development Training - was invigorating and fun for the staff!
- BCPL is investing more in staff training for all library staff, including things like NYLA, certificate programs, etc.

OLD BUSINESS

- Cultural Humility training
 - Should we have a brief board meeting before the training, or just cancel?
 - Reports will still come out either way.
 - Motion to cancel November meeting: Vote: Approved: Motioned by Vikki Collazo, 2nd by Kate Miller-Corcoran, passes unanimously.

REPORTS

- Committee Reports
 - Strategic Plan: will have a strategic plan to present in February
 - Nominating: Meeting on Monday to discuss two candidates to replace Peter and Jennifer.
- September financials
 - Reviewed new format to the financial reporting
 - Includes fund and trust balance.
- Director's Report
 - Budget hearing will be on 10/24//23
 - Presented to Mayor's Office about budget, well received.
 - Josias will be out of the office from March 7 - April 22, 2024. Sherry and Judd will be covering during that time.
- Staff Reports

Next meeting (Cultural Humility Training) is the 2nd Thursday in November.

Motion to adjourn, 6:43pm: Vote: Approved: Motioned by Kate Miller-Corcoran, 2nd by Charmian Foster, passes unanimously.

ATTACHMENTS

- September minutes
- BCPL_Policy 0028_Board Committee Assignments 2023 (updated)
- Overdrive Phase-In 2024-2026
- 4CLS Digital Content Plan and Ballot 2023

2024 HOLIDAY SCHEDULE

HOLIDAY	ADMIN	AFSCME 1912 & 1883	ATU	BAPA	CSEA	CSEA LIBRARY	BCSLEOA	<u>2012**</u>
New Year's Day* 01/01/24 Monday	H	H	H	H	H	H	H	H
Martin Luther King, Jr. Day 01/15/24 Monday	F	F	F	F	F		F	H
Lincoln's Birthday 02/12/24 Monday	F	F	F	F	F		F	H
Washington's Birthday* 02/19/24 Monday (PRESIDENTS' DAY)	F	F	F	F	H	H	F	H
Memorial Day* 05/27/24 Monday	H	H	H	H	H	H	H	H
Juneteenth* 06/19/24 Wednesday	H	H	F	H	H	H	H	-----
Independence Day* 07/04/24 Thursday	H	H	H	H	H	H	H	H
Labor Day* 09/02/24 Monday	H	H	H	H	H	H	H	H
Columbus Day 10/14/24 Monday	F	H (Highway) F (All others)	F	F	F		F	H
Election Day 11/05/24 Tuesday	F	H (Highway) F (All others)	F	F	F		F	H
Veteran's Day* 11/11/24 Monday	H	F (SWM) H (All others)	F	H	H	H	H	H
Thanksgiving Day* 11/28/24 Thursday	H	H	H	H	H	H	H	H
Day after Thanksgiving* 11/29/24 Friday	H	F (SWM) H (all others)	F	H	H	H	F	H
Christmas Day* 12/25/24 Wednesday	H	H	H	H	H	H	H	H
Day After Christmas Thursday LIBRARY ONLY 12/26/24						H		
New Year's Day* 01/01/25 Wednesday	H	H	H	H	H	H	H	H

****CORRECTION EMPLOYEES** working on a 5-2 work Schedule-Floating Holidays on:

Martin Luther King Jr. Day
Lincoln's Birthday
Washington's Birthday/Presidents' Day
Columbus Day
Election Day

H—Holiday
F-Floating Holiday
***-County Offices Closed**

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	PERSONNEL	POLICY # 1005-0
	EFFECTIVE	January 1, 2024	PAGE 1 OF 1
	SOURCE	ADMIN RULES / CSEA CONTRACT	
	SUPERCEDES	January 2023	

2024 HOLIDAY CLOSING DATES

CSEA

January 1, 2024	Monday	New Year's Day
February 19, 2024	Monday	Presidents' Day
May 27, 2024	Monday	Memorial Day
June 19, 2024	Wednesday	Juneteenth
July 4, 2024	Thursday	Independence Day
September 2, 2024	Monday	Labor Day
November 11, 2024	Monday	Veterans Day
November 28, 2024	Thursday	Thanksgiving Day
November 29, 2024	Friday	Day after Thanksgiving
December 25, 2024	Wednesday	Christmas Day
December 26, 2024	Thursday	Day After Christmas

ADMINISTRATION

Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Columbus Day, Election Day are Floating Holidays for administration.

The library will close at 5:00pm on November 27th. All full-time staff are expected to work 7.5/8 hours on the day or use vacation, comp, or floating time.

The library will close at 1:00pm on December 24th. All full-time staff are expected to work 4.5 hours on the day or use vacation, comp, or floating time. Staff not scheduled to work that day will not accrue 3 hours.

If a holiday falls on a Saturday when the Library is closed, any benefit-eligible employee not scheduled to work that day shall receive 7.5 hours of compensatory time or equal pay for the day at their option as per the CSEA contract.

The library will be closed to the public on Monday June 24, 2024 and Monday October 14, 2024 (Indigenous Peoples' Day) for staff training. All staff are expected to report to work at 8:30am and will be paid for a full-day, 7.5 hours, of work, including part-time staff.

The library will be closed to the public at 1:00pm on Friday December 20th for a staff holiday party. To receive pay for a full day, staff will be expected to stay for the full holiday party or use vacation, comp, or floating time.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/County City	POLICY # 0100-0
	EFFECTIVE	Jan 1, 2024	PAGE 1 OF 1
	SOURCE	BCPL Board of Trustees	
	SUPERCEDES	2023 Scheduled Meeting Dates	

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

2024 SCHEDULE OF MEETINGS

JANUARY 11, 2024

FEBRUARY 8, 2024

MARCH 14, 2024

APRIL 11, 2024

MAY 9, 2024

JUNE 13, 2024

JULY 11, 2024

AUGUST 8, 2024

SEPTEMBER 12, 2024

OCTOBER 10, 2024

NOVEMBER 14, 2024

DECEMBER 12, 2024

Unless otherwise notified, all meetings will be held the second Thursday of each month at 5:30 p.m. in the Ahearn Room. All meetings are open to the public and board packets and minutes are posted to the BCPL website.

Four County Library System – Service Agreement

To: Four County Library System

From: Board of Trustees – Broome County Public Library

Date:12/12/2023

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 (1/1/2024 to 12/31/2024), 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 TO PURCHASE MATERIALS

The Four County Library System (4CLS) operates an Integrated Library System (ILS) for public libraries in the region, of which the Broome County Public Library (BCPL) is a member. As a participant in the 4CLS ILS, BCPL is eligible to purchase books and other materials through 4CLS, with 4CLS ordering the materials for the lowest available price.

As a service to all member libraries, 4CLS consolidates its member's material purchases to achieve purchasing efficiencies. 4CLS receives the materials and original invoices directly from the vendor. 4CLS then processes the materials (cataloging, pockets, spine labels, etc), making them shelf-ready for each library. 4CLS pays these vendor invoices and "rebills" each member library for the items.

By this agreement, 4CLS agrees that it will purchase books and materials on behalf of BCPL. Appropriate vendor discounts, which will vary by item purchased, along with handling and processing fees will be applied for the items processed. Items will be processed by 4CLS to render them shelf ready for use by the BCPL including tasks associated with cataloging, applying pockets, the provision of spine labels and the like as required for BCPL's use of the item. Spine labels and catalog entries will reflect the BCPL's formatting and call number preferences which shall be provided to 4CLS by BCPL.

The 4CLS charge for cataloging & processing materials during this contract period will be **as follows:**

- **\$.50** per item for each non-AV item processed by 4cls
- There will be no processing fee for AV materials
- A **\$.25** per item cataloging fee will be applied to each item added to the 4CLS catalog, with the following exclusions:
 - Magazines
 - Preview Books
 - Out of system ILL's
 - Circuit Items

4CLS will continue to work with BCPL on the direct ordering program. The cataloging fee will be applied to direct ordered materials. The processing fee will only be applied to materials sent to 4CLS for processing. Processing fees will be billed monthly. The cataloging fee will be billed quarterly.

In accordance with BCPL's Automation Agreement, the Four County Library System agrees to make its best efforts to timely process and deliver items from the date of 4CLS' receipt of an item in accordance with the following schedule: One week for Popular Materials (Current or recent New York Times bestseller

and/or Publisher's Weekly bestseller books and audiovisual); Two weeks for other audiovisual materials; Three weeks for books ordered through 4CLS; and Four weeks for Gift Books. The date of receipt will be the date an item is received by 4CLS in a useable and deliverable condition. If any items are not delivered to BCPL within two times the relevant delivery schedule then the BCPL shall not be charged a processing fee for each such processed item.

After processing 4CLS will deliver the items and invoice BCPL for these materials. 4CLS will make its best efforts to provide an invoice with each shipment reflecting that delivery's contents and if unable to do so will provide invoices within one month of a particular items delivery. As is the practice with other member libraries, BCPL will be expected to provide payment for these invoices from 4CLS within 30 days of invoice date. 4CLS will maintain all original invoices in an orderly manner for a period of 6 years and make them available for inspection or review by the Broome County Department of Audit and Control should any questions arise.

This agreement is effective April 1, 2024 and will extend until March 31, 2025.

Board President
Broome County Public Library

James Godleski, Board President
Four County Library System



Message from Board President and Executive Director

The Board of Trustees and staff of South Central Regional Library Council (SCRLC) are pleased to present your organization's individualized July 2022-June 2023 *Membership Benefits-Contributions* summary. This statement demonstrates to you and to your stakeholders how your SCRLC membership offers a solid return on investment to your organization and community.

The *Benefits/Contributions* summary illustrates the benefits received from participating in the programs and services available to you through your SCRLC membership, and provides us with a chance to acknowledge the contributions that you have made to the region. It also affirms the collaborative spirit of our region. Through your support, participation, and engagement, SCRLC continues to provide programs and services to help meet the diverse and changing needs of the region's libraries, library systems, cultural organizations, and communities.

This past year SCRLC and its partner-members continued to implement American Rescue Plan Act (ARPA) projects and to collaborate with older and new members through the Consider the Source program of the NYS Archives Partnership Trust and other grant opportunities. SCRLC's membership in the Empire State Library Network (ESLN) availed other programs and services to you, including Ask the Lawyer, Ask Us 24/7 virtual reference, Empire Library Delivery, New York Heritage, NYS Historic Newspapers, EmpireADC, Ask the Archivist, Empire State Immersive 360 Experience, and free or low-cost learning opportunities. We encourage you to reach out to any of us at SCRLC about our services and those available to you through ESLN.

Regional and statewide collaboration remains essential and it is nice to see it deepening—because we know that together, all of us can achieve so much more than we could do alone.

A few notes about the statement:

- “Access Provided” or “Service Available” indicates that your library or organization is eligible to use a resource, service, or participate in a program.
- The number of visits and consultations, as well as the number and hours spent engaging, are included for both the in-person and virtual.
- For questions regarding EBSCO statistics or to obtain detailed reports, contact Claire Lovell at clovell@scrlc.org.
- Also contact Claire about digitization grant opportunities.
- For other questions or inquiries, please contact Mary-Carol Lindbloom at mclindbloom@scrlc.org. We want you to get the most from your membership!

With gratitude, we thank you for your membership, enthusiasm, and engagement in the Council! We are pleased to see so many members actively engaged through programs, events and serving on committees, task groups, special interest groups, and in the Council's governance.

If your organization is not actively participating in the Council, we hope you will become involved—there is always room at the table!

Best wishes,

Dr. Kristin Dade, President, SCRLC Board of Trustees

Mary-Carol Lindbloom, Executive Director



Membership Benefits July 2022 - June 2023

Broome County Public Library

Benefits of your membership

Communications

Field Visits/Consultations	Service Available
Focus Groups	Service Available
SCRLC Staff Hours	17.0
Newsletters Sent	26
SCRLC Staff Served on your Council/Committee	Service Available

Digitization

CONTENTdm	Service Available
Equip Borrowed	Service Available
Hosted Traveling Exhibit	Service Available
OCR Services Provided	yes
Upload Services Provided	yes

Grants and Subsidies

CCDA	
HLSP	
MISP	Funds Available
Tech and Digitization	
ARPA	
Consider the Source	\$665

E-Resource Searches

FirstSearch/WCD	Access Provided
EBSCO:	
Consumer Health Complete	Access Provided
Literary Reference Center	Access Provided
Hospitals Only:	
New England J of M	(Hospitals only)
Ovid LWW	(Hospitals only)

Education and Networking

Workshops/Webinars Attended	
Annual Meeting Attended	1
CE Hours Earned	
Archived Webinars	98
Custom Training Hours	
LibGuides Available	11
Tech-Talk	Access Provided
Tech-Talk Webinars Available	Access Provided

Resource Sharing

AskTheArchivist	Access Provided
AskTheLawyer	Access Provided
BARC ILL	Access Provided
CampusShip	
Local Holdings Updates	
RDA Tool Kit Discount	



Membership Benefits July 2022 - June 2023

Broome County Public Library

Contributions to our region

Payments

Dues	\$280
Electronic Resources Cost Share	
Event Registration Fees Paid	

Participation

- Board Member

- Board Committees

- Advisory Committees:

 - Advocacy
 - ACITS
 - DEIJA

- Digitization
- Educational Services

- HLSP
- Resource Sharing

Contributions

EAD Contributor (Archival)	
LibGuides	Access Provided
Member Spotlight	
NY Heritage Items (Files)	556
Page Views on NY Heritage	1,006
NYSHN Contributor	
Training/Expertise Provided	
Membership Dues and Fees Task Group	

EV Charger Donation Program

Olivia Richert [I] <orichert@tesla.com>

Tue 11/14/2023 5:23 PM

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

You don't often get email from orichert@tesla.com. [Learn why this is important](#)

Hi,

My name is Olivia and I'm a member of the charging team at Tesla. Great to meet you!


I'm reaching out to introduce a new initiative we have with our social impact team to expand EV charging access in underserved communities. Our Wall Connector Donation Program will donate Level-2 chargers to organizations that have a direct presence in their communities, with the goal of expanding access to charging infrastructure. For example, we have donated chargers to schools, churches, parks, the YMCA, the Boys and Girls Club, and other nonprofits in areas with little to no access to EV charging.

This program does not cover installation or energy costs associated with the chargers; however, we can recommend electricians for you to work with. There are also local or utility incentives available for charger installation. For example, Central Hudson commercial customers are eligible to receive one-time incentives up to 90% of the costs for electrical infrastructure required to install the chargers. The number of chargers an entity can receive is based on identified partner organization needs.

We're interested in donating chargers to libraries in communities without existing charging infrastructure. If you're interested in this program, please fill out this [outreach form](#) and I will get back to you. I look forward to hearing from you!

Best,

Olivia

 **CAUTION:** This email originated from outside the organization. BE SUSPICIOUS of any links in the email. If this email is asking for something unusual, do not reply to the email. Contact the sender through another method, or contact Broome County IT for help.



August 14, 2023

Dear library/public facility:

As you may be aware the life expectancy in the United States has dropped to its lowest since 1996 due to the escalation of the Opioid Epidemic. According to new data from the Centers for Disease Control and Prevention, this downward trend that began in 2020, is due to that fact that opioid addiction is killing more than 136 Americans each day. There is, however, a way in which this trend can be contained. This is the use of naloxone (Narcon) a nasal spray that can effectively reverse an overdose from opioids.

In the past Rotary District 7170 mounted a campaign through a Rotary Global Grant to educate our communities within the Southern Tier about the dangers of opioid use. And now we are continuing that effort by exploring the possibility of placing Free Standing Narcan/Naloxone Distribution Boxes within public facilities throughout the district. These boxes look like a newspaper dispenser where people can take naloxone kits and a postcard with a QR link which will instruct them on the use of the kit. These kits and the card will be free of charge and would be maintained by the Addiction Center of Broome County. The dispensers would be purchased by Rotary District 7170.

We believe that libraries, jails, and community centers would be the ideal locations for public access and education for our communities to save lives. In order for the Rotary grant to proceed, we are contacting these facilities to ask them for their interest.

If you are interested in having a NARCON dispenser placed in your facility or in procuring more information about the placement of a box in your facility, please contact us at LanaRouff@gmail.com or Rosalie.Higgins58@gmail.com before September 30.

Thank you. Together we can stop the harrowing rise in deaths due to opioid use.

Sincerely yours,

Lana Rouff and Rosalie Higgins - Rotary District 7170,

Carmela Pirich – ED ACBC