

**Broome Country Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes – 08.10.23

**Members Present:** Jeffri Boisvert, Al Buyck, Vikki Collazo, Peter DeWind, Jennifer Embree, Charmian Foster, Sara Glose, JoAnne Hanrahan, Kate Miller-Corcoran

**Also Present:** Josias Bartram, Imara deMontfort, Laura Haynes, Judd Karlman, Sherry Kowalski, Kathleen Shores, Rebecca Stone

**Call to Order:** J. Hanrahan called the meeting to order at 5:34pm on Thursday, August 10<sup>th</sup>, 2023.

**Amendments to the Agenda:** None

**Public Comments:** None

**Minutes of Last Board Meeting:** Motion to approve the minutes from the previous meeting was made by A. Buyck, seconded by C. Foster. Passed unanimously.

**New Appointments/Resignations:** Catherine Balzani has been hired to the position of part-time library clerk. Motion to accept this appointment was made by K. Miller-Corcoran, seconded by V. Collazo. Passed unanimously.

**New Business**

*Narcan Dispensary:* J. Bartram mentioned the opportunity to partner with an organization to provide Narcan at the library. This is common in many libraries now and the initiative is coming through the state health department. He would prefer to partner with a supplier that puts the least amount of additional work on the library staff.

*CHOW Bus:* The CHOW bus is looking to resume service at the library once a week as they had before the pandemic. The bus gives away free food to members of the community. A motion to allow them to do so was made by V. Collazo, seconded by C. Foster. Passed unanimously.

*Blessing Box:* J. Bartram was approached by an organization looking to install a “blessing box” on library grounds. The box would be used by members of the community to leave things for others. The board was concerned with the fact that the boxes are unattended and that perishables left within might cause numerous issues. V. Collazo mentioned that it may be a better option for them to partner with local charitable organizations, such as local churches.

*Security and Banned Patrons:* Library administration is continuing to ban patrons violating the library code of conduct. Staff safety is a priority as many of these patrons have been repeat, and often severe, offenders in the past.

*Director Vacation:* J. Bartram has scheduled a vacation in 2024. Given the period of time he is informing the board. S. Kowalski will be handling the director’s duties during that time. S. Glose made a motion to approve this time away, which was seconded by K. Miller-Corcoran.

**Old Business**

*Farm to Library Program:* As mentioned in the last meeting, this program is going exceptionally well, the

produce refrigerator emptying out an hour or two after it is filled. The bulk of supplies is from Lone Maple Farm. S. Kowalski has been cleaning and maintaining the area. There is a press conference on August 17<sup>th</sup> to cover the program, during the Friends book sale.

*3D Printers:* J. Karlman reported the library's 3D printers are up and running for library programs. Due to lack of staff, they will not be open to the public's use, given the time commitment of doing so. He mentioned that Triple Cities Makerspace helped the library with the set-up and that they were enthusiastic and friendly.

*Budget Update:* As per the last meeting, the budget is good. It seems likely we will get the requested positions, with our current full-time accountant position being left empty to meet budget cut requirements. Jackie Nabinger will continue in her role, for which the library is very grateful.

### **Reports**

J. Bartram mentioned that there is discussion about the blighted property behind the library and the city is looking into it.

Motion to adjourn made by A. Buyck and seconded by S. Glose. Passed unanimously.

**Meeting ended at 6:41pm.**

*Respectfully submitted,  
Jeffri Boisvert*

Account		2022 Actuals	2023 YTD	2023 Budget	2024 Budget	Justification
<b>Revenue</b>						
5000100	LIBRARY COPY FEES	9,045	3,030	8,000	12,000	Projected increase based on new contract
5000177	RENTALS & FEES	6,780	2,400	7,500	8,500	Based on MOU with Literacy Volunteers plus projected
5000189	OTHER LOCAL GOVERNMENTS	961,245	0	803,963	846,573	5.3% increase based on CPI as specified in contract with
5000312	RENTAL CHARGEBACKS	47,000	0	47,000	49,000	As specified in MOUs with Emergency Services and the Assigned Counsel Program
5000426	MISCELLANEOUS	8,827	2,475	11,250	10,000	Projected from 2023 actuals
5000431	MISCELLANEOUS	0	0	15,000	15,000	Passthrough grant for BCC Foundation's Books for
5000451	INTEREST AND EARNINGS	2,405	6,744	500	17,500	Per OMB
5000470	VENDING MACHINE	103	0	900	0	Not receiving this under new County contract
5000471	COMMISSIONS	0	0	600	0	Expired copier contract. Will now appear under 5000100
5000530	REFUNDS OF PRIOR YEARS EXPENDI	2,212	0	0	0	
5000531	GIFTS AND DONATIONS	503	0	1,000	500	Based on 2022 actuals
5000545	CREDIT CARD REBATES	75	0	100	100	Based on 2022 actuals
5000546	Trust Account Inflows	1,222	0	0	500	Based on 2022 actuals
5000562	TRANSFER FROM GENERAL FUND	1,512,909	1,443,640	1,443,640	1,500,059	8% increase over previous request
5000569	TRANSFER - DEBT SERVICE FUND	0	0	0	1,770	Per OMB
5000808	OTHER STATE AID	90,300	6,286	98,690	98,690	Projected flat funding based on NYS budget
5000952	ARRA DEBT REIMBURSEMENT	497	217	431	237	Per OMB
<b>Total Revenue</b>		<b>2,643,123</b>	<b>1,464,792</b>	<b>2,438,574</b>	<b>2,560,429</b>	
<b>Salary and Benefits</b>						
6001000	SALARIES FULL-TIME	699,973	212,293	827,243	920,950	2.5% raise per CSEA contract and two new full time positions: a Library Assistant for our Youth Services Department which is understaffed while providing core library services and a Custodial Supervisor in place of a PT Custodial Worker position
6001001	SALARIES PART-TIME	125,670	42,335	144,290	149,560	Includes 2.5% raise per CSEA contract. Replaces a PT Deputy County Historian Position with a PT Library Clerk position and a PT Custodian Position with a FT Custodial Supervisor position. Needed to cover Local History Dept and maintain building.

6001002 SALARIES TEMPORARY	16,280	6,467	1,201	20,070	Substitute PT Library Clerk position for covering vacations and weekends
6001003 SALARIES OVERTIME	11,997	266	0	0	
<b>Total Salary</b>	<b>853,920</b>	<b>261,361</b>	<b>972,734</b>	<b>1,090,580</b>	
6008001 STATE RETIREMENT	90,790	31,079	135,041	136,887	
6008002 SOCIAL SECURITY	62,349	19,867	72,869	82,514	
6008004 WORKERS COMPENSATION	3,839	1,452	5,808	6,304	Per Risk and Insurance
6008006 LIFE INSURANCE	79	27	255	285	
6008007 HEALTH INSURANCE	117,357	37,587	152,367	143,359	
6008009 RETIREE HEALTH INSURANCE	336,283	0	352,348	351,529	
6008012 EMPLOYEE TUITION REIMBURSEMENT	0	0	3,500	3,500	Per CSEA contract
6008013 HEALTH INS - RETIRE INCENTIVE	1,389	0	0	0	
6008014 NYS ERS VDC EXPENSE	-1,441	1,970	6,505	6,967	
<b>Total Benefits</b>	<b>610,645</b>	<b>91,982</b>	<b>728,693</b>	<b>731,345</b>	
<b>Salary and Benefits</b>	<b>1,464,565</b>	<b>353,343</b>	<b>1,701,427</b>	<b>1,821,925</b>	

#### Contractual Expenditures

6004012 OFFICE SUPPLIES	785	674	2,400	2,000	
6004021 BLDG MAINTENANCE SUPPLIES	2,110	40	1,000	1,000	
6004022 FUEL AND HEATING SUPPLIES	19,079	6,698	26,000	26,000	
6004023 BLDG AND GROUNDS SUPPLIES	4,947	1,167	4,300	4,300	
6004030 FOOD AND BEVERAGES	67	0	100	100	
6004048 MISC OPERATIONAL SUPPLIES	4,355	0	5,785	5,785	
6004055 COMPUTER SOFTWARE AND SUPPLIES	76,696	363	69,994	70,684	Based on contracts
6004056 COMPUTER EQUIPMENT(NON CAPITAL	1,325	2,343	5,000	5,000	
6004070 BOOKS ADULT SERVICES	63,565	17,140	66,500	67,550	Based on 2023 budget adjusted for inflation
6004071 JUVENILE BOOKS	47,919	14,749	52,000	54,000	Based on 2023 budget adjusted for inflation
6004072 REFERENCE MATERIALS	372	0	0	0	
6004073 SUBSCRIPTIONS	1,932	0	2,000	7,563	Periodicals and historical newspaper database
6004074 AUDIOVISUAL MATERIALS	25,547	6,267	40,000	33,000	Based on 2022-2023 actuals
6004075 ELECTRONIC ACCESS MATERIALS	37,522	4,696	32,980	33,650	Hoopla streaming service and digital access to the New York Times
6004100 POSTAGE AND FREIGHT	2,046	62	700	700	Based on 2022 actuals

6004105 DUES AND MEMBERSHIPS	1,507	297	2,050	1,500	Based on 2022 actuals
6004112 BLDG GROUNDS AND EQUIP REPAIR	9,454	765	2,060	2,060	Based on 2022 actuals
6004113 WATER AND SEWAGE CHARGES	2,420	924	3,200	3,200	Based on 2022 actuals
6004115 ELECTRIC CURRENT	41,415	13,166	65,000	48,000	Reduction based on actual usage adjusted for inflation
6004117 BUILDING AND GROUNDS EXPENSES	66,785	11,883	41,014	42,807	Based on contracts, adjusted for inflation
6004136 OPERATIONAL EQUIPMENT REPAIRS	0	0	3,500	3,000	Reduced based on actuals
6004137 ADVERTISING AND PROMOTION EXPE	6,522	438	6,000	3,000	Reduced based on actuals
6004138 OTHER OPERATIONAL EXPENSES	18,254	5,978	16,000	16,000	Based on 2022 actuals
6004147 OTHER PROGRAM EXPENSES	15,000	450	15,000	15,000	Books for Babies grant. Corresponds to revenue from 5000431
6004160 MILEAGE AND PARKING-LOCAL	433	0	1,000	700	Reduction based on actuals
6004161 TRAVEL HOTEL AND MEALS	2,114	0	1,850	2,000	Increase based on actuals
6004162 EDUCATION AND TRAINING	1,451	84	2,000	2,000	
6004165 ADVISORY BD/TRUSTEES EXPENSES	200	0	175	175	
6004193 HARDWARE MAINTENANCE	4,840	0	8,500	8,610	Based on contracts
6004196 COPYING MACHINE RENTALS	4,631	1,644	4,800	7,000	Increase do to more copiers being under contract with Toshiba which will ultimately save the money.
6004504 OTHER FINANCIAL SERVICES	26	11	20	12	Per OMB
6004573 OTHER FEES FOR SERVICES	11,518	1,385	6,400	9,260	Based on contracts, increase due to inflation
<b>Total</b>	<b>474,837</b>	<b>91,224</b>	<b>487,328</b>	<b>475,656</b>	

#### Chargebacks

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

Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,331	6,582	6,582	6,849 Per OMB
6006001 BANS Principal	0	47,578	47,578	47,578 Per OMB
6007000 INTEREST ON SERIAL BONDS	1,412	612	1,028	628 Per OMB
6007001 BANS Interest	0	4,829	4,830	7,592 Per OMB
<b>Total</b>	<b>7,743</b>	<b>59,601</b>	<b>60,018</b>	<b>62,647</b>
<b>Total Expenditures</b>	<b>2,361,329</b>	<b>510,740</b>	<b>2,438,574</b>	<b>2,560,429</b>









## PROPOSAL FOR BROOME COUNTY PUBLIC LIBRARY

Aug. 9, 2023

**BACKGROUND:** Founded in 1904, the Broome County Public Library (BCPL) is one of nine libraries in Broome County. It is chartered to serve the City of Binghamton (population ~47,115) as well as the entire county (population ~197,117) as the county's central library. As a city situated at major crossroads, Binghamton attracts people from diverse backgrounds. While the county may have a majority White population, Binghamton has residents from every continent. In 2021, the Binghamton City School District (BCSD) reported that 60% of its student were non-White, with students representing 49 different countries. [Data from NYSED](#) (2021) notes that languages spoken BCSD students include Spanish, Arabic, Kurdish, Urdu, and Chinese. The neighborhood nearest to BCPL is inhabited by mostly People of Color and most patrons who visit the library in-person are People of Color.

BCPL is already on a journey to expand its knowledge regarding diversity, equity, inclusion, and accessibility, with the goal of providing the highest level of service to everyone in its community in alignment with the [ALA Code of Ethics](#). As it continues on this journey, BCPL wants training for its board and staff on cultural humility, understanding the impact of biases, and recognizing when policies may be implemented inequitably.

**WORKSHOP DESCRIPTIONS:** See attached.

**TOTAL COST:** The cost for both workshops is \$2000 which includes mileage (320 miles total).

BCPL will be invoiced after both workshops are completed. All payments should be sent to:

Widerstand Consulting  
405 Agnes Ave.  
Missoula, MT 59801

### **ABOUT WIDERSTAND CONSULTING & JILL HURST-WAHL**

Jill Hurst-Wahl, MLS, (she/her) is the executive director of [Widerstand Consulting](#), as well as a consultant, speaker, writer, and educator. She is professor emerita from Syracuse University's School of Information Studies. In her consulting practice, Jill has provided online and on-site training across New York State on a variety of topics. In 2023, she gave a webinar for Central NY Library Resources Council (CLRC) entitled "Starting from Where You Are: Becoming Anti-racism" and a webinar for the Finger Lakes Library System (FLLS) entitled "Developing Cultural Humility."

Widerstand Consulting is a 501(c)(3) founded by Tobin Miller Shearer Ph.D. to work with organizations that are beginning to take seriously the process of dismantling racism in their own structures. Widerstand provides online, asynchronous antiracism training, antiracism audits, and antiracism consulting to address specific situations which might arise in an organization. Our consultants include people from diverse cultures and ethnic groups, who have worked as anti-racism consultants, trainers, and auditors for more than thirty years, led more than 500 anti-racism trainings, and worked with hundreds of nonprofits across those three decades. Additional information on Widerstand Consulting can be found at <https://www.WiderstandConsulting.org>

## **Board Workshop Title: Cultural Humility and the BCPL**

**Board Workshop Overview:** Both Broome County and the City of Binghamton are transforming in ways that are and are not visible. Why? The population is changing with new people arriving and new cultures being added to the community. As a library – board, staff, and volunteers – we are always moving among different cultures. Sometimes we move among various cultures without thinking about it. Other times, we recognize the cultural differences and are unsure how to bridge the divide. These interactions demonstrate the need to develop a life-long process of self-exploration and self-critique, along with a willingness to learn from others. This process, called “cultural humility,” helps us see beyond our own culture as we work to become culturally competent.

In this session, we will explore what culture is, think about the cultures resident in Binghamton and Broome County, and consider the impact of those cultures on Broome County Public Library.

This will be an interactive session and resources for continuing this journey will be provided.

**Date:** 1.5 hours on a date to be determined

**Intended Audience:** All BCPL board members and the library director. The board may invite others, if desired.

**Maximum Number of Participants:** Whatever the room capacity is.

**Prerequisites:** None

**Space/Equipment Needed:**

- The presenter will bring her own laptop to use during the session (with USB & HDMI ports).
- BCPL will need to provide a computer projection device and screen.
- The room should be set up with round tables (or one long table), so that people can easily interact with each other, while also being able to see the presenter and presentation.
- A flipchart and easel (or flipchart paper that adheres to the wall) would be useful.

**Handouts:** The instructor will bring any necessary handouts and make digital copies available for participants.

## **Staff Workshop Title: We Are Our Community**

**Staff Workshop Overview:** As outside pressures on libraries increase, we need to know who we are as library staff, what we believe in, and how that impacts our services. The result may result in opening our doors wider, so we are meeting the needs our community has and not just the ones we know.

In this workshop, we will begin with thinking about who we are and our culture, and the culture of the library. We will then focus on the people and cultures in Binghamton, the needs of those cultures, and what that means for library policies, services, and programs.

This will be an interactive session with time for reflection, sharing, dreaming, and planning with the goal of ensuring BCPL is connected to its community.

**Date:** Oct. 9 2023, exact time to be determined (4-hour session)

**Intended Audience:** All library staff members

**Maximum Number of Participants:** Whatever the room capacity is.

**Prerequisites:** None

### **Space/Equipment Needed:**

- The presenter will bring her own laptop to use during the session (with USB & HDMI ports).
- BCPL will need to provide a computer projection device and screen.
- The room should be set up with round tables, if possible, so that people can easily interact with each other, while also being able to see the presenter and presentation.
- A flipchart and easel (or flipchart paper that adheres to the wall) would be useful.

**Handouts:** The instructor would bring any necessary handouts and make digital copies available for participants.

The Broome County Public Library (BCPL) is observing its 120th year as the region's primary research library and its 61st year as the central library in the Four County Library System, serving 350,000 residents of Broome, Chenango, Delaware and Otsego Counties. It has occupied the current site and facilities since 2000, serving as a community hub in downtown Binghamton, and providing information services, community meeting space, and educational programming. The Library's Bronsky Memorial Reading Garden was completed in 2008 thanks to generous support from the local community, the Bronsky family, and Representative Donna Lupardo. As the only green space in the Stadium District of downtown Binghamton, the Reading Garden has an important role to play in revitalizing the neighborhood, contributing to a sense of place and boosting the quality of life for local residents by providing educational and recreational opportunities. This vision is clearly articulated by the City of Binghamton in their Stadium District Master Plan and has only gained currency during the pandemic and recovery.

One of the first projects that I undertook when I was hired as BCPL's Director in September 2020 was the creation of a new strategic plan grounded in a thorough assessment of community needs. With the support and approval of BCPL's innovation-oriented Board of Trustees, this plan articulates the importance of the Library as an open and accessible public space in which traditional library services are offered alongside a wide array of educational, public health, and recreational opportunities, realized through partnerships with community organizations. As we began to implement this vision, we turned to the Reading Garden as our safest space for the community to gather, particularly for programs serving children, families, and the elderly. This in turn highlighted the Garden's untapped potential as a key Library space. To use a literary metaphor, I was reminded of Frances Hodgson Burnett's *The Secret Garden* in both a positive sense (a magical oasis of art and nature sheltered from the surrounding world) and a negative one (because the garden is so sheltered, many of our regular patrons are unaware that it's there).

Even though the Garden is nestled against the Library building on two sides, currently the only entrance is from our parking lot. This means that holding children's programs in the garden means directing families out of the front doors and across the parking lot, which is inconvenient, difficult to navigate, and potentially unsafe. To address this issue, we've received funding from New York State to add a door from our Youth Services Department directly to the Garden. Because the building is below grade, we are also building a wheelchair accessible ramp on the interior of the building. The project will be completed this spring, and will add to work that was completed in 2021 to make the Garden itself more accessible. Now that these improvements are under way, we have the opportunity to envision the Garden as an extension of the Library's interior space. This will be a major focus of our 2024-2028 Strategic Plan, which is currently in the assessment phase. In keeping with our preliminary results, we anticipate focusing on the following:

1. Placemaking - after 3 years of pandemic restrictions followed by gradual recovery, the community is hungry for the experience of gathering in public spaces that feel safe and offer a unique experience. Our data indicates that while our door count has recovered to pre-pandemic levels, the use of traditional library services has yet to reach those levels.

The community is fully utilizing the Library, but their reasons for being here have changed. The Reading Garden offers an additional space that is perfect for this type of gathering.

2. Education - during the pandemic we began holding children's programs in the Reading Garden and the direct access from our Children's Room will enable us to explore this potential further. In particular, we have the opportunity to focus on environmental education and to tie this into our more traditional literacy programming. For example, we envision reading a Ukrainian folktale about a giant turnip, followed by the opportunity to plant, harvest, and taste turnips.
3. Recreation - as the only green space in the neighborhood, the revamped Reading Garden will be available as a recreational space for local residents. We envision providing a variety of self-directed and more organized recreational opportunities ranging from lawn games to picnics to scavenger hunts.
4. Arts - the Reading Garden is already a venue for public art and this is something that we intend to explore and develop further. It is also an excellent venue for performing arts. Over the past couple of years, we have successfully hosted several concerts and a children's opera. Investing in the Garden will allow us to offer these types of programs on a regular basis.
5. Public Health - the Library has had a lot of success with public health programs such as COVID and mpox vaccine clinics and wellness programs like our free weekly yoga classes. The Reading Garden will be a perfect space for expanding these programs, particularly in summer months when there is a lot of demand for our community rooms.

Once the new entrance to the Garden from the Children's Room is completed, the primary improvements needed include a comprehensive design, the selection and planting of native plants, the creation of educational garden plots, improvements to the walkways and furniture, improved signage, and the installation of additional public art. My initial rough estimate of the total cost of the project is \$30,000. I anticipate that in addition to approaching the Hoyt Foundation, we will be encouraged to request state funds through Representative Lupardo's office.