

# \*\*QUOTATION\*\*

SID HARVEY INDUSTRIES, INC.  
136 BROWN ST.  
JOHNSON CITY, NY 13790

PAGE 1



PHONE: (607) 797-9121  
FAX #: (607) 797-6760  
STORE048@SIDHARVEY.COM

QUOTE #

48328362-00



BILL TO

0030750  
BROOME COUNTY DEPT OF PUB WORK  
GOVERNMENTAL PLAZA

BINGHAMTON NY 13902  
PHONE: (607) 778-2909  
FAX #: (607) 778-6051

SHIP TO

BROOME COUNTY DEPT OF PUB WORK  
GOVERNMENTAL PLAZA

BINGHAMTON NY 13902  
PHONE: (607) 778-2909  
FAX #: (607) 778-6051

DATE	P.O. #	QTY	NAME	QTY	PRICE	QTY	PRICE
3/15/22	LIBRARY	PICK	5186 NET 10TH	GF1			
ITEM/MFG#	DESCRIPTION	QTY	PRICE	TOTAL			

THE PRICES BELOW ARE VALID FOR 10 DAYS AND WILL BE SUBJECT TO CHANGE IF THE SUPPLIER CHANGES OUR COST.  
REFRIGERANT PRICES GOOD FOR 24 HOURS

## BLANKET PO # BCGOV-0000002511 \$1000.00 7/27/10

AOU24RLXFZH	COND UNIT, OUTDOOR 24K 18	1 EA	2,080.45	2,080.45
AOU24RLXFZH	MULTI ZONE LOW HEAT -15			
AUU24RGLX	EVAP UNIT, 24K 20S LARGE CASS	1 EA	1,463.10	1,463.10
AUU24RGLX				
UTG-GCGF	GRILL, CASSETTE AUUXXRGLX	1 EA	174.96	174.96
UTG-GCGF	SERIES			
W1-357	LINE SET, 3/8X5/8X1/2, 50FT	1 EA	263.00	263.00
61020500				
E397-250	MINI-SPLIT, KIT, SINGLE HEAD, 50'	1 EA	91.31	91.31
E397-250	DUCTLESS MINI SYSTEM			
QSMS1801	STAND, MINI-SPLIT, 18" WIDE	1 EA	253.42	253.42
QSMS1801	9, 12R2 & 18, 24, 36RLXFZ&RLX			
J53-2	PAD, ANTI-VIBRATION, 7/8X4X4	4 EA	4.77	19.08
MP-4C	RUBBER/CORK			
UTY-RNBYU	THERMOSTAT, REMOTE	1 EA	122.53	122.53
UTY-RNBYU				

IF THIS ORDER IS SHIPPED, THEN APPLICABLE SHIPPING WILL BE CHARGED

SUB TOTAL 4,467.85  
TOTAL.... 4,467.85

Library Multi-use  
Room



# F.W. WEBB COMPANY

62 GRISWOLD STREET  
BINGHAMTON, NY 13904  
Phone: 607-724-3170 Fax: 607-724-4369

This is your **Quotation** from F.W. Webb Company. PC67226 VN. 1000005237  
Please review the products listed on this quotation for accuracy and completeness.

Quotation number:  
**75540286**

Ship to:  
**Broome County Public Works  
62 Griswold Street  
Binghamton, NY 13904  
607-778-2182**

Bill to:  
**Broome County Public Works  
Building And Grounds  
Po Box 1766  
Binghamton, Ny 13902  
607-778-2182**

Quote Date :  
**03/25/2022**

Cust.Nbr:  
**158292**

Customer PO:

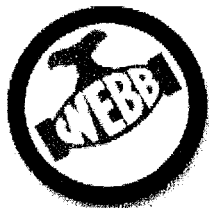
Ref:

Job:

Quoted By:  
**MWC**

Requested:  
**03/25/2022**

Quantity	Description	Net Price	Total
1	<b>Samsung SAMCXH30SCB</b> Outdr Unt Hp Max Heat 30k Cac	\$3,212.860	\$3,212.86
1	<b>Samsung SAMCNH304DB</b> Indr Unt 4w Csstt Windfree 30k Cac	\$1,396.550	\$1,396.55
1	<b>Samsung SAMPC4NUFMUN</b> Pnl Wind-free 4w Csstt Fascia Wht	\$275.330	\$275.33
1	<b>Line Set L/SLSIN385812050</b> Ln Set 3/8x5/8x1/2" 50' Dbl Wht	\$166.360	\$166.36
1	<b>Quick-Sling QSLQSMS1201</b> Mn Splt Stnd Qck-sling Wide 12" 18mbtu	\$244.900	\$244.90
1	<b>Samsung SAMMWR-SH11UN</b> Ctrlr Wired Smpl Tch 3.688x.75x4.813" Wmnt	\$181.920	\$181.92
1	<b>Samsung SAMMIM-A00UN</b> Ctrlr Wired	\$49.460	\$49.46
1	<b>Electrical ELEDUCKT-STRIP5-100</b> Wire F/mini-split 16/2-14/3 Samsung 100'	\$173.610	\$173.61



## F.W. WEBB COMPANY

62 GRISWOLD STREET  
BINGHAMTON, NY 13904  
Phone: 607-724-3170 Fax: 607-724-4369

This is your **Quotation** from F.W. Webb Company. PC67226 VN. 1000005237  
Please review the products listed on this quotation for accuracy and completeness.

Quotation number:  
**75540286**

Ship to:  
**Broome County Public Works  
62 Griswold Street  
Binghamton, NY 13904  
607-778-2182**

Bill to:  
**Broome County Public Works  
Building And Grounds  
Po Box 1766  
Binghamton, Ny 13902  
607-778-2182**

Quote Date :  
**03/25/2022**

Cust.Nbr:  
**158292**

Customer PO:

Ref:

Job:

Quoted By:  
**MWC**

Requested:  
**03/25/2022**

Quantity	Description	Net Price	Total
----------	-------------	-----------	-------

Subtotal	\$5,700.99
Shipping	\$0.00
Handling	\$0.00
Tax	\$0.00
Total	<b>\$5,700.99</b>

Thank you for the opportunity to provide product pricing to meet your business needs.

Please visit our website for additional products or information <http://www.fwwebb.com>

This Quotation is valid for 15 days after the above Quote Date.

\* Restocking fees may apply on any Special Order Items.

Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

\*4904936\*

Order Number

4904936

Meier Supply Co., Inc.  
3 Louisa Street

Q

Binghamton, NY 13904 USA  
607-724-2451

Order Date 03/31/2022 09:52:59  
Page 1 of 2

Quote Expires On: 04/15/2022

**Bill To: Ship To:**

BROOME CO DEPT OF PUBLIC  
WORKS 60 HAWLEY ST.,FIFTH FLOOR  
BROOME COUNTY OFFICE BLDG.  
BINGHAMTON, NY 13902-1766 USA  
607-778-2182

BROOME CO DEPT OF PUBLIC  
WORKS 5TH FL NEW COUNTY OFF  
BLDG HAWLEY & ISBELL  
BINGHAMTON, NY 13901

ID:  
100645

**Customer**

**PO Number Ship Route Taker Job Name**

Ben Mitsubishi 1 RSECOR

Quantities	Item ID	Pricing UOM Unit Price	Extended
Item Description Ordered Allocated UOM	Remaining Unit Size	Unit Size	Price

**Delivery Instructions:** BLANKET PO# 42661

1	1.00	0.00	1.00	EA	MITSU PUZ-HA24NHA1	EA	4,069.6938	4,069.69	1.0	24K Hyperheat Outdoor(H2I)	1.0
2	1.00	0.00	1.00	EA	MITSU PLA-A24EA7	EA	2,304.2217	2,304.22	1.0	3' x 3' Ceiling Cassette Indoor Unit	1.0
INCLUDE PLP-40EAEU											
3	1.00	0.00	1.00	EA	LINE SET DMS 61020500B6	EA	345.3546	345.35	1.0	3/8x5/8x50ft 1/2 Insulation	1.0
A ITEM											
4	1.00	0.00	1.00	EA	WHIP 3/4 X 6	EA	34.3620	34.36	1.0	3/4INX6FT WHIP	1.0
A Item											
84137											
B6-34-6NM											
5	1.00	0.00	1.00	EA	DISCONNECT 60A NF	EA	17.9480	17.95	1.0	60A NON-FUSED DISCONNECT	1.0
Disconnect Box, 60A NonFused 1ph NEMA 3R											
Pullout A Item											
6	1.00	0.00	1.00	EA	QUICK-SLING QSMS1201	EA	325.6667	325.67	1.0	Mini-Split 12" Fixed Stand - Wide	1.0
7	1.00	0.00	1.00	EA	WIRE 14/3 W114-03GVNTC-100FT	EA	130.3636	130.36	1.0	14GA 3+G Ductless Comm/Power	1.0
sun light resistant pvc jacket suitable for use to											
90C dry A Item											
8	1.00	0.00	1.00	EA	MITSU MHK2	EA	293.3260	293.33	1.0	Wireless Remote Control Kit	1.0

\* Quotes are valid for 30 days \* No returns on special order or non-stock items \*  
\* Credit terms are subject to Meier Supply Company credit department approval \*  
\* 15% re-stock charge applies to return of stock items \*

\*4904936\*

Meier Supply Co., Inc.  
3 Louisa Street

# QUOTATION

Order Number

03/31/2022 09:52:59

Page 2 of 2

*Item ID*Quote Expires On: 04/15/2022 *Pricing*

Order

Date

*Item Description Remaining**UOM Unit**Extended Price**Quantities**UOM**Ordered Allocated**Unit Size**Unit Size**Price*Total Lines: <sup>8</sup>7,520.93**SUB-TOTAL:****TAX:** 0.00**AMOUNT DUE: 7,520.93***U.S. Dollars*

\* Quotes are valid for 30 days \* No returns on special order or non-stock items \*  
\* Credit terms are subject to Meier Supply Company credit department approval \*  
\* 15% re-stock charge applies to return of stock items \*



## Four County Library System

304 Clubhouse Road, Vestal, New York 13850

www.4CLS.org 607.723.8236 phone 607.723.1722 fax

Providing consolidated services to public libraries in Broome, Chenango, Delaware and Otsego Counties since 1960

March 14, 2022

To Library Directors,

At the most recent Governing Council meeting we discussed how to proceed with automation fees.

A brief recap: 2022 marks the end of a three-year cycle with set automation fees using the standard formula and data from 2018. The formula: a \$1,000 base fee, holdings and circulation.

Based on input from the membership at the February 2022 Governing Council meeting, the formula has been tweaked to include a three-year average for circulation (2017-2019). (2020 circulation figures were unduly affected by the pandemic) Additionally; a 10% cap has been applied in both directions to mitigate the impact of a large jump in circulation.

Moving forward, we would like the membership to weigh in on the final numbers by voting on the two options:

**Option 1:** Enter into another 3 year contract with established automation fees for 2023, 2024, and 2025 (see attached chart).

**Option 2:** Use the set of fees for 2023, and revisit the issue for 2024.

We have scheduled a virtual meeting on Thursday, March 31 at 3:30 PM to answer questions. Use this link: <https://meet.goto.com/666127621> or call 1 (408) 650-3123 and use access code 666-127-621.

Please select one option on the attached ballot and return it to 4CLS by May 1. The outcome will be determined by the majority of votes received by the deadline. Each library that has signed an automation contract may cast one ballot.

Please let me know if you have any questions.

Sincerely,

Steven J. Bachman  
Executive Director

## 4CLS Online Library Ballot 2022

Please choose one of the following two options:

**Option 1-** Three Year Deal 2023-2025 \_\_\_\_\_

**Option 2 –** Single Year 2023 \_\_\_\_\_

Library Name - \_\_\_\_\_

Submitted By - \_\_\_\_\_

Title - \_\_\_\_\_

- Each library that has signed a contract to fully automate may cast 1 vote.
- Votes must be received by May 1, 2022
- Outcome will be determined by the majority of votes received by the deadline
- New automation contracts will be sent out after the vote's conclusion

Return to Steven Bachman via 4CLS delivery by May 1, 2022

Automation Fees 2023-2025

	Total		Avg Circ		Base Fee	Circulation		Holdings		2023 Fee (with caps applied)		2024	2025
	2022 Fee	2019	2019	2017-		Component	Component	% Inc/dec	3%	3%			
Afton Free Library	4342	22,127	6,566	1,000	1,000	1364	1966	4,330	-0.29%		4459	4593	
Andes Public Library	3839	23,620	5,975	1,000	1,000	1241	2099	4,223	10.00%		4350	4481	
Bainbridge Free Library	3349	24,007	1,957	1,000	1,000	406	2133	3,539	5.69%		3646	3755	
Bovina Public Library	2760	18,127	1,989	1,000	1,000	413	1611	3024	9.55%		3114	3207	
Broome County Public Library	82810	240,614	277,448	1,000	1,000	57616	21379	79,994	-3.40%		82394	84866	
Cannon Free Library	7167	26,971	16,012	1,000	1,000	3325	2396	6,721	-6.22%		6923	7131	
Cherry Valley Memorial Library	3124	15,976	5,288	1,000	1,000	1098	1419	3436	10.00%		3539	3645	
Deposit Free Library	7192	26,300	17,456	1,000	1,000	3625	2337	6,962	-3.20%		7171	7386	
Edmeston Free Library	2339	16,113	2,495	1,000	1,000	518	1432	2573	10.00%		2650	2730	
Fairview Public Library	4726	22,383	9,490	1,000	1,000	1971	1989	4,959	4.94%		5108	5261	
Fenton Free Library	9010	33,233	23,961	1,000	1,000	4976	2953	8,929	-0.90%		9196	9472	
Franklin Free Library	3297	18,141	5,254	1,000	1,000	1091	1612	3627	10.00%		3736	3848	
George F. Johnson Memorial Library	45794	106,621	147,911	1,000	1,000	30716	9473	41,215	-10.00%		42451	43725	
Gilbertsville Free Library	2720	16,901	3,018	1,000	1,000	627	1502	2992	10.00%		3082	3174	
Guernsey Memorial Library of Norwich	31199	96,516	91,528	1,000	1,000	19007	8576	28,583	-8.39%		29440	30323	
Harris Memorial Library	3125	13,115	3,333	1,000	1,000	692	1165	2,857	-8.56%		2943	3031	
Huntington Memorial Library	33061	54,007	117,644	1,000	1,000	24430	4799	30,229	-8.57%		31136	32070	
Kinney Memorial Library	8424	33,250	20,260	1,000	1,000	4207	2954	8,161	-3.12%		8406	8658	
Liste Free Library	3358	21,906	5,009	1,000	1,000	1040	1946	3694	10.00%		3805	3919	
Louise Adelia Read Memorial Library	7703	31,789	16,461	1,000	1,000	3418	2824	7,243	-5.97%		7460	7684	
Mary Wilcox Memorial Library	7530	24,725	21,447	1,000	1,000	4454	2197	7,651	1.60%		7880	8116	
Millford Free Library	4278	26,200	3,578	1,000	1,000	743	2328	4,071	-4.84%		4193	4319	
Moore Memorial Library	12928	50,394	32,983	1,000	1,000	6849	4478	12,327	-4.65%		12697	13078	
Morris Library	3511	18,671	6,773	1,000	1,000	1407	1659	3862	10.00%		3978	4097	
New Berlin Library	7495	37,696	14,601	1,000	1,000	3032	3349	7,381	-1.51%		7603	7831	
Nineveh Pub Lib Of Colesville Township	2881	18,815	2,506	1,000	1,000	520	1672	3169	10.00%		3264	3362	
Oxford Memorial Library	8389	34,765	18,109	1,000	1,000	3761	3089	7,849	-6.43%		8085	8328	
McDonough	500			500				500			500	500	
Richfield Springs Public Library	4859	18,530	10,769	1,000	1,000	2236	1646	4,883	0.49%		5029	5180	
Roxbury Library Association	4630	33,092	5,132	1,000	1,000	1066	2940	5,006	8.12%		5156	5311	
Sherburne Public Library	8410	29,969	22,367	1,000	1,000	4645	2663	8,308	-1.22%		8557	8814	
Sidney Memorial Public Library	24078	61,604	76,503	1,000	1,000	15887	5474	22,360	-7.13%		23031	23722	
Masonville/Sid Ctr	1000			1,000				1000			1000	1000	
Skene Memorial Library	4144	18,148	1,594	1,000	1,000	331	1612	3,730	-10.00%		3841	3956	
Smyrna Public Library	2376	16,127	3,841	1,000	1,000	798	1433	2614	10.00%		2692	2773	
South New Berlin Free Library	3029	15,711	5,303	1,000	1,000	1101	1396	3332	10.00%		3432	3535	
Springfield Library	4834	19,914	5,643	1,000	1,000	1172	1769	4,351	-10.00%		4481	4615	
Stamford Village Library	6908	30,171	15,232	1,000	1,000	3163	2681	6,844	-0.93%		7049	7260	
Unadilla Public Library	2814	19,485	2,458	1,000	1,000	510	1731	3095	10.00%		3188	3284	
Vestal Public Library	43154	127,211	123,106	1,000	1,000	25565	11303	38,839	-10.00%		40004	41204	
Village Library Of Cooperstown	10234	29,280	29,616	1,000	1,000	6150	2602	9,752	-4.71%		10044	10345	
William B. Ogden Free Library	6400	24,367	12,919	1,000	1,000	2683	2165	5,848	-8.63%		6023	6204	
Worcester Free Library	3422	20,946	6,800	1,000	1,000	1412	1861	3764	10.00%		3877	3993	
Your Home Public Library	17338	46,018	57,955	1,000	1,000	12035	4089	17,124	-1.23%		17638	18167	
Totals	464,481	1,583,556	1,258,287	43,500				444,949	-4.09%		458,251	471,953	



**Service Contract**  
**Image Integrator, LLC**  
1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

**Bill To:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901

**Location of Equipment:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901  
Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			MS6000	34017105	\$675.00
				Total:	\$675.00

**Effective From:** 05/1/2022-04/30/2023 SC00071

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

A) **Contract Coverage:** All parts, travel, labor, training, and service.

B) **Exclusions:** Customer to provide Consumables. (ie: PM kits, toner, starter, paper, lamps, ink, etc.)

2. Broome County Public Library electrical supply must meet manufacturer's specification requirements. If not, Albany City Hall agrees to upgrade to required specs or contract will be voided without refund. Any damages caused by improper electric will result in parts & labor charges at the prevailing rates.

A) Only authorized personnel will service this contract, unauthorized personnel other than Image Integrator, LLC will void this contract without refund.

3. All calls will be performed during normal working hours. Calls requested for other than normal working hours (8:30 AM - 5:00 PM) will be charged to Broome County Public Library at prevailing rates. The availability of manpower for such services will be determined solely by Image Integrator, LLC. Coverage response time, 24 hours. Average response time is 4 hours.

A) The rate shown above is for performing service only at the location listed above. Should Broome County Public Library relocate the equipment to a different zone, the rate will be increased or decreased accordingly for the balance of the term & zone.

B) The overhauling and/or rebuilding of the equipment described above is not provided under the terms of this agreement. No such work will be performed until a written estimate of charges, including parts, transportation, and labor has been submitted to be approved by Broome County Public Library.

4. Contract pricing is subject to change year to year as seen fit by Image Integrator, LLC.

Broome County Public Library  
Customer Signature

Date

Image Integrator, LLC  
Authorized Signature

Date

3/25/2022

**Service Contract**  
**Image Integrator, LLC**  
1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

**Bill To:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901

**Location of Equipment:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901  
Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			MS6000	34014976	\$675.00
				Total:	\$675.00

**Effective From:** 05/1/2022-04/30/2023 SC00073

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

A) **Contract Coverage:** All parts, travel, labor, training, and service.

B) **Exclusions:** Customer to provide Consumables. (ie: PM kits, toner, starter, paper, lamps, ink, etc.)

2. Broome County Public Library electrical supply must meet manufacturer's specification requirements. If not, Albany City Hall agrees to upgrade to required specs or contract will be voided without refund. Any damages caused by improper electric will result in parts & labor charges at the prevailing rates.

A) Only authorized personnel will service this contract, unauthorized personnel other than Image Integrator, LLC will void this contract without refund.

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B) The overhauling and/or rebuilding of the equipment described above is not provided under the terms of this agreement. No such work will be performed until a written estimate of charges, including parts, transportation, and labor has been submitted to be approved by Broome County Public Library.

4. Contract pricing is subject to change year to year as seen fit by Image Integrator, LLC.

Broome County Public Library  
Customer Signature

Date

Image Integrator, LLC  
Authorized Signature

Date

3/15/2024

**Service Contract**  
**Image Integrator, LLC**  
1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

**Bill To:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901

**Location of Equipment:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901  
Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			ST Viewscan 3	15077-70311	\$795.00
				Total:	\$795.00

**Effective From:** 05/1/2022-04/30/2023 SC01062

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

A) **Contract Coverage:** All parts, travel, labor, training, and service.

B) **Exclusions:** Customer to provide Consumables. (ie: PM kits, toner, starter, paper, lamps, ink, etc.)

2. Broome County Public Library electrical supply must meet manufacturer's specification requirements. If not, Albany City Hall agrees to upgrade to required specs or contract will be voided without refund. Any damages caused by improper electric will result in parts & labor charges at the prevailing rates.

A) Only authorized personnel will service this contract, unauthorized personnel other than Image Integrator, LLC will void this contract without refund.

3. All calls will be performed during normal working hours. Calls requested for other than normal working hours (8:30 AM - 5:00 PM) will be charged to Broome County Public Library at prevailing rates. The availability of manpower for such services will be determined solely by Image Integrator, LLC. Coverage response time, 24 hours. Average response time is 4 hours.

A) The rate shown above is for performing service only at the location listed above. Should Broome County Public Library relocate the equipment to a different zone, the rate will be increased or decreased accordingly for the balance of the term & zone.

B) The overhauling and/or rebuilding of the equipment described above is not provided under the terms of this agreement. No such work will be performed until a written estimate of charges, including parts, transportation, and labor has been submitted to be approved by Broome County Public Library.

4. Contract pricing is subject to change year to year as seen fit by Image Integrator, LLC.

Broome County Public Library  
Customer Signature

Date

Image Integrator, LLC  
Authorized Signature

Date

3/05/2022

**Service Contract**  
**Image Integrator, LLC**  
1005 W. Fayette Street, Syracuse NY 13204 Suite 3D (315) 474-9788

**Bill To:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901

**Location of Equipment:**  
Broome County Public Library  
Local History-2nd floor  
185 Court St  
Binghamton, NY 13901  
Sherry Kowalski 607-778-6407

QTY	DIV	Item	Desc	Serial #	Maint \$
1			ST600 X	ACH003247	\$595.00
				Total:	\$595.00

**Effective From:** 05/1/2022-04/30/2023 SC01063

1. In consideration of the observance by Broome County Public Library of the terms and conditions hereof, Image Integrator, LLC agrees, subject to the terms and conditions hereof to:

A) **Contract Coverage:** All parts, travel, labor, training, and service.

B) **Exclusions:** Customer to provide Consumables. (ie: PM kits, toner, starter, paper, lamps, Ink, etc.)

2. Broome County Public Library electrical supply must meet manufacturer's specification requirements. If not, Albany City Hall agrees to upgrade to required specs or contract will be voided without refund. Any damages caused by improper electric will result in parts & labor charges at the prevailing rates.

A) Only authorized personnel will service this contract, unauthorized personnel other than Image Integrator, LLC will void this contract without refund.

3. All calls will be performed during normal working hours. Calls requested for other than normal working hours (8:30 AM - 5:00 PM) will be charged to Broome County Public Library at prevailing rates. The availability of manpower for such services will be determined solely by Image Integrator, LLC. Coverage response time, 24 hours. Average response time is 4 hours.

A) The rate shown above is for performing service only at the location listed above. Should Broome County Public Library relocate the equipment to a different zone, the rate will be increased or decreased accordingly for the balance of the term & zone.

B) The overhauling and/or rebuilding of the equipment described above is not provided under the terms of this agreement. No such work will be performed until a written estimate of charges, including parts, transportation, and labor has been submitted to be approved by Broome County Public Library.

4. Contract pricing is subject to change year to year as seen fit by Image Integrator, LLC.

Broome County Public Library  
Customer Signature

Date

Image Integrator, LLC  
Authorized Signature

Date

3/25/2022

## Section One: Organizational History

### **1. Provide a brief history of your organization's development and accomplishments. Please include the mission of your organization and convey your successes.**

The Friends of the Broome County Public Library has provided the Library with significant financial and operational support for 47 years. An all-volunteer group, the Friends carries out a number of fund-raising programs, the proceeds of which are used to support Library programs and to acquire equipment and supplies beyond the scope of the Library's operating budget. The principal fund-raiser is the annual schedule of on-site book sales, which we are proud to see are enjoying real growth and consistently attracting new patrons. More recently—and in keeping with this mission—the Friends has assumed responsibility for managing grants on behalf of the Library, providing a means for piloting innovative programs and services in direct response to the needs of our community.

The Broome County Public Library (BCPL) is observing its 120<sup>th</sup> year as the region's primary research library and its 61<sup>st</sup> 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. In 2020, we conducted a community needs assessment to explore how we could build on this history of traditional library services, a process that clearly demonstrated the importance of an innovative Youth Services program.

### **2. Please include a list of current programs and services.**

The Friends is the principal cadre of volunteers for BCPL and bears complete responsibility for book sales. The Friends also serves as the grants vehicle for BCPL, as it holds 501(c)(3) status which is typically required by foundations and other funding sources. In 2020, we were fortunate to receive funding through the Tioga Downs Regional Foundation to carry out Library modifications to better serve patrons with vision and mobility issues. In 2021, we were able to build on this success with a grant from the Conrad and Virginia Klee Foundation to provide peer support for mental health, homelessness, and addiction through a partnership with Catholic Charities of Broome County.

BCPL provides the public with open access to extensive collections of print, media, and online resources. It offers space for community meetings, houses the Local History Center, and supports genealogical research. Patrons have access to internet-enabled computers, WiFi, and emerging technologies. The COVID-19 pandemic necessitated severe restriction of Library access, followed by a cautious and gradual re-opening. Traffic has not yet returned to pre-pandemic levels—an average of 250,000 visits per year—but the numbers are steadily increasing.

## Section Two: Program Description

### **1. Provide a brief summary of the program/project. Include purpose of program/project.**

At its core, BCPL's Youth Services program focuses on building literacy through informal learning and playful engagement. Building on its success, we are embracing an expanded definition of literacy that recognizes the increasing complexity of our social and technological systems and the corresponding skills that our children need to develop in order to successfully navigate this landscape. With the support of the Roger Kresge Foundation, we propose to focus this expansion on two key areas: STEAM (Science, Technology, Engineering, Art, and Math) and Multilingual/Multicultural Literacy. STEAM skills are increasingly recognized as a set of literacies which—like traditional literacy—are fostered through interactive engagement. Inherently, this requires equipping and maintaining a technology-intensive learning environment, a need that is clearly reflected in the itemized budget for this program. However, our focus is on training staff and developing Youth Services programs that harness Interactive educational gaming, Lego robotics, 3D printing, and Raspberry Pi microcomputers to cultivate essential skills like coding, computation, creative problem solving, and collaboration in preschool through adolescence. Training and support will be provided by Triple Cities Makerspace, a natural partnership given our complementary missions and strengths.

Our Multilingual Story Time will adapt our existing Story Time program. Each session will feature two books read in both English and a second language that is commonly spoken in one of Broome County's immigrant communities, and will incorporate music and a craft project that are culturally significant to the specific community. The program is designed to engage both immigrant communities and families from the wider English-speaking community who are seeking multilingual and multicultural education. We will rely on volunteer Community Educators to help design and run the program, as well as reading and translating the stories. The program will launch in September 2022 and initially focus on Ukrainian/English Story Time, which will be offered monthly for a full year. We have already begun working with the Community Educators (see personnel list). Once it is fully established, we will use this as the model for developing Arabic/English and Spanish/English iterations.

As the designated central library in the Four County Library System, BCPL has both the responsibility and the opportunity to share our program development, staff training, and equipment with the other 43 libraries in the system, particularly the smaller libraries that don't have access to the resources to develop an expanded literacy program in house or acquire the necessary equipment, supplies, and expertise. In collaboration with the Four County Library System we will create STEAM Program and Multilingual Story Time kits that will be shared between member libraries using the existing interlibrary loan system. Additionally, all of the staff training and program development workshops offered by Triple Cities Makerspace will be open to Youth Services staff from all Four County Libraries.

### **2. How does this program/project support your mission? Why is your organization the appropriate one to implement the proposed program or project?**

The Broome County Public Library is in the midst of an ambitious redefining of purpose and function as a community resource. A fresh and comprehensive approach to our Youth Services program will

promote our core mission of education and life-long learning. The Friends serves a critical role in this mission by virtue of its ongoing support of our programs and its 501(c)(3) standing.

It is appropriate that the Library propose this initiative as it is among the very few remaining publicly accessible, free, walkable, clean sites where one experiences no security checks and can stay as long as one likes. It has an established positive community image, and everyone is welcome. Moreover, the library environment is one in which a child can explore widely, proceed at her/his own pace, experiment without risk, and sidestep the fear of grades. It amounts to “play” within a resource-rich environment, and BCPL intends to develop this notion fully.

### **3. What is/are the long-term goal(s) of the program/project?**

Our central long-term goal for BCPL is that it must embody features and services that mirror the larger community, meet the needs and interests of patrons, and nurture exploration of new personal frontiers. The BCPL of 2025 will possess a new and vibrant image, provide a caring environment for people with special needs, be technologically current and responsive, and yet continue to embody a familiar hometown atmosphere of warmth and welcome. Specific long-range goals include a strengthened role for the Library within the region’s PreK-12 educational programming, shared responsibility for the development of early literacy, and a community-level role in overall language development through our Multilingual Story Time program. Throughout the program’s implementation, BCPL will maintain and support a practical balance between virtual platforms and hands-on activities, meeting the needs and interests of all learners.

### **4. What are the short-term, measurable objectives of your program/project that will meet your stated long-term goal(s)?**

Short-term objectives for the project include:

- a. Build working relationships with area school districts in linking BCPL programs to New York State PreK-12 curriculum
- b. Design and implement story time programs that bring together residents who speak a variety of languages
- c. Furnish the Youth Services Department with the cutting-edge resources that will prompt significant development of literacy skills in children
- d. Refurbish the Youth Services area so that its furnishings, equipment, and physical layout create an optimal environment for interactive programming in support of an expanded literacy
- e. Train Youth Services staff to effectively harness new technologies in the development of literacy skills
- f. Develop programs and create an overall environment that celebrates playful and creative engagement with emerging technologies

These short-term objectives contribute meaningfully to the larger goals by expanding the concept and the dimensions of literacy. A clear target in this project is that of mastery of the use of language as a tool in both comprehension and in communication with others. There is both a deeper understanding of English and respect for other cultures through immersion in multiple languages - hence the value of story times conducted in those languages spoken by recently-arrived families within the community.

**5. For each short-term objective, describe the specific activities that will be undertaken, including: time frame in which they will occur (timeline), number of people expected to be impacted and responsible staff.**

See attached Program Plan.

**6. Who will you be collaborating with to meet your stated goal(s) and in what capacity? Also list what personnel will be involved with the Project, and their qualifications?**

Our primary collaborators for this project are the Four County Library System and its member libraries, Triple Cities Makerspace, and Literacy Volunteers of Broome and Tioga Counties. Secondary collaborators already informally engaged in developing this program include the American Civic Association, Broome-Tioga BOCES, and the Family Enrichment Network of Greater Binghamton. Outreach to area schools will be key to the success of the program. For more information, see attached Personnel List, Letter of Support from the Four County Library System, and quotes from Triple Cities Makerspace for training and support.

**7. Please specify how the requested funds will be applied.**

This request will fund:

- Staff training
- Program development
- Outreach
- Equipment and supplies for STEAM literacy programs utilizing interactive educational gaming, 3D printing, robotics, and microcomputers at BCPL
- Equipment and supplies for STEAM literacy programs utilizing 3D printing, robotics, and microcomputers available to all libraries in the Four County System
- Maintenance and support for 3D printers
- Multilingual collections to support our Multilingual/Multicultural Story Time program

**8. List all other sources of funding for the program/project.**

See attached.

**9. What impact would a partial funding award or no funding award have on your program/project? How will you proceed, if partial or no funding is provided?**



The program would proceed on a smaller scale with partial funding. This would certainly lessen the impact and would require some prioritization of the more affordable technologies and the literacies that they support. If no funding is provided, we would still be able to launch the Multilingual Story Time program, but would need to seek STEAM funding from another source.

**10. If your program/project will continue beyond the period funded by this grant, what are your plans to continue its funding?**

While the budget for this program includes significant investments in technology, equipment, and collections, these are being requested in order to support the development of sustainable programs. This sustainability will be based on relationships that we have already begun to form, but that will be further developed and strengthened during the program development phase. Specifically, outreach to school districts and other formal educational institutions, immigrant communities, and the local maker community will be key to long-term sustainability.

BCPL is currently working within an ambitious 3-year Strategic Plan. Major Goal #2 focuses on the target area of early literacy and acknowledges the necessity of our establishing close connections with area school systems as well as pre-school organizations. We are embarking on an initiative that will engage a number of primary grades classroom teachers in an advisory capacity, ensuring the Library's programmatic consistency and authenticity with respect to New York State's curriculum and standards in English Language Arts. Library staff have been invited to participate in regular meetings of elementary school librarians at Broome -Tioga BOCES.

Project sustainability will rely on securing modest additional funding following the period covered by this grant, should it be awarded. Already we have been invited to submit supplementary funding requests to the Community Foundation for South Central New York, specifically through their Titus Fund, the Small Grants and the Library Fund. In the long run, establishing the value and validity of this program will be critical to building a line item within the Broome County annual budget for BCPL.

**Section Three: Need for Program/Project**

**1. Supply evidence that your [organization] *OR* your [program/project] does not duplicate services provided elsewhere in the region you serve.**

BCPL is designated as the Central Library for the Four County Library System, and, as such, provides primary support to the other libraries in the region. It is the largest library in the area and is regarded as "the library" for the City of Binghamton. BCPL is already the home base for Literacy Volunteers of Broome / Tioga Counties, and this project provides a substantial expansion of corresponding purposes.

BCPL is the ideal site for the program because it is located in a downtown area, charges no admission fees, is open six days a week, and consistently experiences a high volume of patronage.

**2. Identify the community need your program/project will address.**

The community need for this project is grounded in the perennial value of advancing the cause of universal literacy, and this, of course, is the fundamental purpose of libraries. Libraries are perhaps the chief allies of public schools in this cause, with the added mission and value of lifelong accessibility.

This basic need has been amended by the additional pressure of the COVID pandemic and its across-the-board impact on the learning environment. Add to this the current shift to virtual modes of learning, and the importance of maintaining a sense of balance between remote and in-person opportunities lends further support to this project.

**3. How was the need determined? Please site local data to support your needs statement.** Applicant should include information with how they have engaged their consumers to receive input regarding need.

There are two principal sources of data in support of recognizing this need for the project and in providing appropriate services. The Community Foundation for South Central New York contracted with Horn Research, LLC, in 2015 (and again in 2019) to carry out a regional needs assessment that would identify those issues most in need of attention and action. A portion of the assessment targeted K-12 education and culminated in five specific funding recommendations, the first of which was “Support for increasing child care / early education options, particularly for children under three and non-traditional hours. (Page 12 of the CFSCNY Needs Assessment Regional Summary, Oct. 2015)”

The second source is a survey conducted by the BCPL itself in 2020, an instrument designed to gather data on both patron and non-patron perspectives on the Library’s strengths and weaknesses. Surveys were completed and submitted by 534 persons, revealing overwhelming support for continuing and expanding opportunities for access to books and literacy skills across all age groups.

**4. Discuss the results of your needs assessment relevant to the program/project you are proposing.**

The above sources of needs assessments have greatly influenced the content and design of the current 2021-2023 Strategic Plan for the BCPL. A reader of the Plan will find that the issue of literacy and its promotion permeates every goal and guides all activities. Specifically, Goal Two in the Plan is to “Create Young Readers: Early Literacy”, and its achievement over the next two years accounts for the submission of this proposal.

#### Section Four: Evaluation

**1. How will you evaluate the success of your program/project? Or, of your organization’s overall goals for the operating year for which you seek funding?**

Evaluation of this project and its successes will be challenging in that it calls upon staff to carry out some practices with which they are relatively unfamiliar. Within a conventional school setting, students are essentially a “captive audience” and attend classes daily and for fixed spans of time; developing a schedule of periodic testing and pre- and post-assessment aligns with these defined intervals. An

informal education program at a library, with children participating sporadically and without clear starting and ending periods of time, presents a serious challenge when it comes to a structured assessment process. Given this reality, we are seeking outside expertise in designing evaluation measures. We have contacted the president of the New York Library Association, AnnaLee Dragon, who has, in turn, directed us to 3 specialists across the State, and they have responded with assurances of assistance as we begin. Locally, we have contacted Sarah Reid, the Outreach specialist at the Four County Library System in Vestal, for assistance. We have ordered two recommended resources from the American Library Association for further help: Creating Literacy-Based Programs for Children by R. Lynn Baker and Putting Library Assessment Data to Work by Killick and Wilson.

Other measures of evaluation will include:

- Assessment of program validity by classroom teachers
- Level and amount of usage of purchased materials
- The number of programs offered and the volume of participation
- Anecdotal material gathered from students and parents
- Obtaining the practical experience of Kristen Gordon-Pier and the Broome-Tioga Literacy Volunteers (who operate their programs at the BCPL)

**2. If requesting general operating funds, how will you know the short-term assistance has improved your long-term sustainability?**

We are not requesting operating funds.

**Section Five: Administrative**

**1. How have revenue streams to your organization been impacted by recent local, state and/or nationwide financial developments?**

Historically, BCPL relied on stable funding from Broome County, the City of Binghamton, and New York State to cover all operating expenses, with supplemental funding raised by the Friends of the Library through their book sales supporting additional programs for all ages. This has shifted over time, with the biggest funding cuts coming in response to the 2008 financial crisis. These changes have had an impact across the budget, but most notably on staffing, with the loss of nearly 50% of our positions since 2009. While we have begun to see some growth in both overall public funding and staffing over the past few years, most of the positive change that we have been able to foster has been due to adaptation and proactively seeking new funding streams.

**2. How have you proactively adjusted operations to manage revenue and expenses?**

In the Year 2000, very significant funding was sought and obtained from public and private sources in the process of constructing the new BCPL facilities. Since that time there has been only limited effort in seeking community and foundation support for physical upgrades and program development. Recent changes in Library administration have led to fresh initiatives with area foundations. In the past two years the Library, through its Friends of the Library auxiliary, has submitted proposals to both the Tioga Downs Regional Community Foundation and the Conrad and Virginia Klee Foundation, with combined awards of over \$100,000 to carry out substantive improvements in meeting the needs of patrons experiencing mobility, vision, and mental health issues. These awards have established a critical momentum of community support and an important new dimension to library service to our patrons.

## Program Budget

### Multilingual literacy at BCPL

- Expanding multilingual collections (children's books, movies, and music) - \$8,000

### STEAM literacy at BCPL

- Staff training and program development (Triple Cities Makerspace) - \$2,000
- 43" WePlaySmart table (Hatch Early Learning, Inc.) - \$10,755
- 32" Interactive Touch Table (AFTER-MOUSE.COM) - \$6,375
- 20 Launchpads (Playaway) - \$3,400
- 2 Dremel 3D printers (Amazon) - \$2,705
- 1 year of support and maintenance for 3D printers (Triple Cities Makerspace) - \$1,400
- 15 LEGO Education SPIKE Essential Sets (Lego) - \$4,125
- 40 microcomputers (Raspberry Pi) - \$600
- Consumables/supplies - \$363

### Program kits for the Four County Library System

- Dremel 3D printers (Amazon) - \$1,352
- 1 year of support and maintenance for 3D printer (Triple Cities Makerspace) - \$700
- 15 LEGO Education SPIKE Essential Sets - \$4,125
- 40 microcomputers (Raspberry Pi) - \$600

### Administrative

- Community outreach - \$200
- Program development - \$300

**Total project cost - \$47,000**

### Funding

- BCPL/Friends of BCPL match - \$11,500 (confirmed)
- Community Foundation for South Central New York - \$5,000 (projected)
- Stewart's Shops - \$500 (confirmed)
- **Request from the Kresge Foundation - \$30,000**

**Total funding - \$47,000**

## Budget Narrative

**Multilingual collections** - funding is necessary to expand BCPL's foreign language and bilingual collections, as well as to build a collection that will circulate among Four County member libraries. Titles will be read during Story Time programs, but also be available for check out by participants.

**Training and program development** will be provided by Triple Cities Makerspace in three sessions as specified in the attached quote. The focus will be on building successful literacy programs around each of the new technologies for which we have requested funding. The workshops will be open to Youth Services staff from all Four County member libraries.

**Smart/Touch tables** - we are requesting funding for two models of smart/touch table: the 43" WePlaySmart table from Hatch Early Learning and the 32" Interactive Touch Table from AFTER-MOUSE.COM. These will replace the traditional PC-based educational gaming systems that are currently in use at BCPL with interactive, collaborative, STEAM and literacy oriented gaming. Both tables are necessary because the AFTER-MOUSE.COM is for pre-schoolers and the WePlaySmart model is for school-age children. PC-based gaming systems are \$3,000 each and only serve one student at a time, so the smart tables are more cost-effective in addition to providing a social and interactive experience. More information is included with the attached quote.

**Launchpads** are tablets that are preloaded with STEAM literacy oriented games and apps. They can be used in the library as part of a program, or checked out by our patrons to use at home. Information on the desired models is included with the attached quote.

**Dremel 3D printers** - 3D printing is an essential tool for teaching design, 3D modeling, and collaborative problem solving, and for tying together art and engineering. Cheaper models are available, but this one has been selected due to personal experience with its reliability and durability in a library setting, a major consideration when approaching technology. We are requesting funding for two printers to be based at BCPL and one printer to circulate among Four County member libraries.

**Support and maintenance** will be provided by Triple Cities Makerspace. This is for both the two 3D printers that will be based at BCPL and the one that will circulate among the Four County member libraries, which is why the \$2,100 quote is split between two different budget lines. The support provided will include training library staff to perform basic/daily maintenance, including handling clogged print nozzles.

**LEGO Education SPIKE Essential Sets** are programmable robotics kits produced by the Lego company. Because they will integrate seamlessly into our existing (and extremely successful) Lego Club, they are the ideal vehicle to introduce robotics into our Youth Services program. They can be used to teach a variety of skills including coding, design, teamwork, and creative problem solving. We are requesting 15 kits for use at BCPL and 15 kits to circulate among Four County member libraries.

**Raspberry Pi Zeros** are \$15 microcomputers that can be incorporated into a wide variety of youth services programs, including coding instruction, robotics, creative problem solving, and design

competitions. We are requesting 40 for use at BCPL and 40 to circulate among Four County member libraries.

**Administrative costs** are for outreach through the schools and for program development.

### Personnel

Josias Bartram - Library Director, Broome County Public Library; Executive Vice-President, Friends of the Broome County Public Library

Kelsey Matoushek - Head of Youth Services and STEAM Program Coordinator, Broome County Public Library

Kathy Groover - Treasurer and Multilingual story time Program Coordinator, Friends of the Broome County Public Library; Retired Superintendent, Harpursville Central School

JoAnne Hanrahan - President, Friends of the Broome County Public Library; President, Broome County Public Library Board of Trustees

Sarah Reid - Youth Services Coordinator, Four County Library System

Steven Bachman - Executive Director, Four County Library System

Dale Ketcham - Consultant, Friends of the Broome County Public Library

Irina Makosiy - Community Educator, Friends of the Broome County Public Library

Katerynia Kadylak - Community Educator, Friends of the Broome County Public Library

Zina Makosiy - Community Educator, Friends of the Broome County Public Library

Olga Putano - Community Educator, Friends of the Broome County Public Library

Stephen Musok - Executive Director, Triple Cities Makerspace

Jeffrey Boisvert - Design Consultant, Broome County Public Library

Objectives	Actions	Timeline	Impact	Responsible Parties
a. Build working relationships with area school districts in linking BCPL programs to New York State PreK-12 curriculum	Reach out to local schools, on a building and district level	Already initiated and ongoing		Kelsey Matoushek, Kathy Groover, Dale Ketcham
	Develop a pilot program to automatically issue library cards to public school students	2022-2023	Hundreds of students	Kelsey Matoushek, Kathy Groover
	Build relationships with local school and BOCES librarians	In process and ongoing		Kelsey Matoushek, Kathy Groover
	Conduct outreach through school technology classes	In process and ongoing	Hundreds of students	Josias Bartram, Dale Ketcham, Kelsey Matoushek
b. Design and implement story time programs that bring together residents who speak a variety of languages	Develop a detailed program plan	Already completed. See attached.		Kelsey Matoushek, Kathy Groover
	Build relationships with local literacy educators	In process and ongoing		Kelsey Matoushek, Kathy Groover
	Identify and engage Community Educators for each language offered	Completed for Ukrainian. Process will be repeated for Spanish in Spring 2023 and Arabic in Summer 2023.		Kelsey Matoushek, Kathy Groover
	Work with Community Educators to begin offering program sessions that are culturally relevant and literate.	Fall 2022 and ongoing.	25 - 50 families	Kelsey Matoushek, Irina Makosiy, Katerynia Kadylak, Zina Makosiy, Olga Putano



	Offer program template and supporting materials to local libraries through the Four County Library System	Spring 2023	100 - 200 families	Kelsey Matoushek, Sarah Reid, Steven Bachman
c. Furnish the Youth Services Department with the cutting-edge resources that will prompt significant development of literacy skills in children	Identify key technologies and tools for STEAM literacy in public libraries	Completed. See attached quotes and budget.		Kelsey Matoushek, Josias Bartram, Stephen Musok
	Purchase, install, and configure requested equipment and tools	September 2022 - February 2023		Josias Bartram, Kathy Groover, Kelsey Matoushek, Stephen Musok
	Integrate new technologies and tools into Youth Services programs	November 2022 - August 2023 and ongoing	300 youth services patrons	Kelsey Matoushek
d. Refurbish the Youth Services area so that its furnishings, equipment, and physical layout create an optimal environment for interactive programming in support of an expanded concept of literacy	Design new layout for Youth Services area to accommodate interactive programming	Completed		Jeffrey Boisvert, Josias Bartram, Kelsey Matoushek
	Order necessary supplies and furnishings	In process		Josias Bartram
	Implement new design	August 2022 - December 2022	500 families	Jeffrey Boisvert, Josias Bartram, Kelsey Matoushek
e. Train Youth Services staff to effectively harness new technologies in the development of literacy skills	Plan and schedule a series of workshops addressing the specific technologies being implemented	November 2022 - March 2023	25 staff members	Josias Bartram, Stephen Musok, Kelsey Matoushek, Sarah Reid
	Promote workshops to member libraries	November 2022 - March 2023		Sarah Reid, Stephen Bachman

	Assess effectiveness of workshops and need for additional training	April 2023		Josias Bartram, Dale Ketcham, Sarah Reid
f. Develop programs and create an overall environment that celebrates playful and creative engagement with emerging technologies	Develop STEAM programs	In process and ongoing		Kelsey Matoushek, Sarah Reid, Stephen Musok
	Begin offering programs at BCPL	October 2022 - August 2023	300 youth services patrons	Klesy Matoushek
	Assess and iterate	November 2022 and ongoing		Klesy Matoushek, Josias Bartram, Dale Ketcham, Sarah Reid
	Begin offering STEAM program kits and supporting materials to local libraries through the Four County Library System	December 2022 - August 2023	150 additional youth services patrons	Kelsey Matoushek, Sarah Reid, Steven Bachman

## **Mission**

The Broome County Assigned Counsel Program (BCACP) is committed to providing and coordinating critical resources for assigned attorneys to utilize to aid in their representation of individuals who are unable to afford retained counsel in criminal defense cases, and to promote quality representation by employing guidelines that will ensure compliance with indigent defense standards.

## **2022 Plan Overview**

Commencing January 1, 2022, the BCACP will be responsible for assigning criminal cases to approved attorneys currently serving on the Broome County 18-B panel to represent clients in matters where the Broome County Public Defender's Office has determined that a conflict of interest exists requiring the assignment of a private attorney. Assignments will be made on a rotational basis taking into consideration an attorney's qualifications relative to the nature and grade of the criminal offense(s) charged.

To maintain quality public defense, the BCACP endeavors to ensure compliance with Indigent Legal Services (ILS) standards for indigent defense as well as New York Rules of Professional Conduct. To that end, the BCACP is developing and will be implementing an organizational structure to meet the following primary objectives:

1. Staff the BCACP office with a full-time investigator, a supervising attorney, and a LCSW or similar professional to support panel attorneys in their representation of clients in assigned criminal matters;
2. Provide a resource center for panel attorneys to utilize in connection with their assigned criminal cases that will include a conference room, private workspace, internet access and other IT resources;
3. Work with panel attorneys to access and effectively utilize private investigators, experts and other non-attorney professional services in connection with trial preparation and litigation;
4. Create and implement a case management program/system for panel attorneys to utilize to simplify workflow and work product, aid with capturing, reviewing and storing discovery, and improve time keeping;
5. Provide each panel attorney with access to Westlaw;
6. Promote an e-voucher process to ensure prompt review, approval and payment;
7. Develop and maintain second-chair and professional development programs; and

8. Provide/coordinate regular fee CLE programs to panel attorneys through the Broome County Bar Association;

The BCACP intends to collaborate with the Criminal Defense and Criminal Justice Sections of the Broome County Bar Association to accomplish the following goals in accordance with ILS standards: (1) to maintain general oversight of the BCACP to include review and approval of the assigned counsel plan as well as any amendments thereto and participation in the selection process of future BCACP Administrators; (2) to review and approve attorney applications/recertifications to the 18-B criminal panel; and (3) to implement and manage an attorney complaint/grievance process.

<b>BROOME COUNTY PUBLIC LIBRARY</b>  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Public Services	POLICY #	<b>3300-0</b>
	EFFECTIVE	April 14, 2022	PAGE	1 OF 2
	SOURCE	BCPL Board of Trustees		
	SUPERCEDE	July 7, 2011		

## PATRON CODE OF CONDUCT

In order to ensure that the Broome County Public Library remains a safe and welcoming space for all patrons and staff, the Board of Trustees has adopted the following rules and regulations:

1. Patrons will respect the rights of other patrons and Library staff at all times. They may not interfere with staff or with the performance of their duties and will comply with lawful direction given by them.
2. Disruptive and/or abusive behavior is prohibited. This includes:
  - a. Harassment
  - b. Sexual harassment
  - c. The use of abusive, obscene, discriminatory, hateful, or threatening language
  - d. Nudity of any kind, including bare feet and/or bare chests
3. 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.
4. Smoking, vaping, and the use of smokeless tobacco are prohibited on Library property, both inside and outside of the building.
5. Solicitation of any kind is prohibited on Library property.
6. Select areas of the Library have been designated as Quiet Zones. While they are in a Quiet Zone, patrons will:
  - a. Silence all electronic devices, including phones and computers
  - b. Use headphones when watching or listening to media
  - c. Limit conversation, including phone calls
7. Sleeping, bathing, and washing clothes are prohibited on Library property, as is the use skateboards roller skates, and athletic equipment, unless approved by Library staff. Bicycles and other wheeled devices must be left outside the building and may not block doorways or walkways.
8. Animals are prohibited in the building except those specifically designated as service animals.
9. Parents, guardians, or caregivers are responsible for the safety, behavior and supervision of their children as specified in the Library's Unattended Children's Policy.
10. Adult patrons shall not use any Youth Services or Young Adult space or participate in any age-based programs unless such patron is a parent, legal guardian, caregiver, educator or relative of a participating age-appropriate child or has received permission from Library staff.

<b>BROOME COUNTY PUBLIC LIBRARY</b>  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Public Services	POLICY #	<b>3300-0</b>
	EFFECTIVE	April 14, 2022	PAGE	2 OF 2
	SOURCE	BCPL Board of Trustees		
	SUPERCEDE	July 7, 2011		

## PATRON CODE OF CONDUCT

11. Patrons will not deface or damage Library property, including Library materials/collections, furnishings, walls, equipment, and computers. Additionally, patrons will not rearrange or disarrange library furnishings or materials and will not place their feet on the furniture or walls.
12. Food and beverages can be consumed in designated areas only. Water bottles with lids are allowed other than when using the public computers.
13. Personal photography and/or videography is allowed but must not infringe on the privacy rights of other patrons (including minors) or interfere with the ability of Library staff to perform their duties. Projects that have the potential to violate these criteria require prior approval by the Library Director.

**ENFORCEMENT:** Any patron who violates these rules and regulations may be required to leave the library premises and be denied the privilege of access to the library. The Library Administrative Staff, whose authority shall prevail in all cases, shall administer and enforce the above CODE in a fair and reasonable manner. The Library Administration is authorized to modify and/or adapt the CODE to special circumstances. Violations of the CODE that do not constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in disciplinary action including but not limited to, verbal warning, temporary expulsion from the library, suspension of the right to use or participate in some or all of the library's services for a period of time, or permanent expulsion from the library. The disciplinary action chosen will be determined by the severity of the offense and whether it is an isolated or recurring event. Violations of the CODE that constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in immediate expulsion from the library and possible additional measures. In any instance of a CODE violation, police may be called if there is not compliance, or if staff feels threatened in any way or feels unable to handle the situation.

**APPEAL PROCESS:** A patron whose privileges have been denied may have the decision reviewed by the Broome County Public Library Board of Trustees for additional consideration.

Policy adopted: February 2, 2006

Revised: March 4, 2010, July 7, 2011, March 10, 2022

**Integrated Systems**

Phone: (585) 924-8670

Fax: (585) 924-8842

50 Victor Heights Parkway

Victor, NY 14564

**Quote**No.: **7848**Date: **8/18/2020**

Prepared for:  
Karen Andrews (607) 237-6235  
Broome County  
44 Hawley Street  
Binghamton, NY 13901 U.S.A.

Prepared by: Dave F. O'Hare  
Account No.: 225

Quantity	Item ID	Description	UOM	Sell	Total
<b>County Contract CA-2362-4</b>					
2.00	* Quoted Item	Axis P3247-LVE -5MP Fixed Dome Exterior	EA	\$838.50	\$1,677.00
1.00	* Quoted Item	AXIS P3715-PLVE - (2) Lens Peanut camera	EA	\$964.29	\$964.29
5.00	* Quoted Item	Axis P3245-LV -Fixed Dome Indoor	EA	\$604.50	\$3,022.50
2.00	* Quoted Item	AXIS P3247-LV -Front entrance -Facing Entrance/ Facing As People Exit	EA	\$789.75	\$1,579.50
9.00	* Quoted Item	Axis P3807- Multi Sensor 180 Degree Camera	EA	\$1,263.60	\$11,372.40
11.00	* Quoted Item	Axis wallmount kit with pendant	EA	\$107.50	\$1,182.50
7.00	* Quoted Item	Axis P3727 - (4) lens Camera	EA	\$1,365.00	\$9,555.00
7.00	* Quoted Item	Axis Ceiling Mount kit	EA	\$92.78	\$649.46
26.00	* Quoted Item	Qognify Camera License	EA	\$179.55	\$4,668.30
26.00	* Quoted Item	Qognify Camera SUP 1 Yr	EA	\$30.52	\$793.52
43.00	* Quoted Item	Project Management	EA	\$115.00	\$4,945.00
163.00	* Quoted Item	Installation Cameras Library	EA	\$115.00	\$18,745.00

**Your Price:** **\$59,154.47**

**Total:** **\$59,154.47**

Prices are firm until 4/15/2022

Terms: 40% Deposit, Progress Bill Bi-Weekly

**Prepared by:** Dave F. O'Hare, dave@integratednet.com**Date:** 8/18/2020

Integrated Systems

**Accepted by:** \_\_\_\_\_**Date:** \_\_\_\_\_