

BOARD OF TRUSTEES

Agenda – March 13, 2025

CALL TO ORDER - 5:29pm

Members Present: Jeffri Boisvert, Al Buyck, Olivia Shimkus, Sarah Glose, Vikki Collazo, Tom Jahn, Kelly Sullivan, Katie Bowers, Charmian Foster, Jillian Sandy, Emily Jones

Not Present: We're all here! 🎉

Also Present: Josias Bartram, Sherry Kowalski, Alex Fisher, Kathleen Shores, Michelle Brandone, James Ingram

GUESTS

AMENDMENTS TO THE AGENDA

- Vote to Loan Orazio Salati Paintings to Roberson for Retrospective

PUBLIC COMMENTS

MINUTES: February 13, 2025

- No amendments
- **Motion to accept the minutes: Charmian Foster, Second Emily Jones. Passes unanimously.**

APPOINTMENTS

- George Praylow – Custodial Worker
 - **Motion to accept the appointment: Vikki Collazo, Second Jillian Sandy. Passes unanimously.**
- Riley Maley – promotion to FT Temp Library Assistant
 - **Motion to accept the appointment: Kelly Sullivan, Second Olivia Shimkus. Passes unanimously.**

RESIGNATIONS

- Michelle Ford – Librarian I
 - Michelle is retiring after 25 years of service. Amazing!! Michelle will be very missed. Thank you Michelle!!
 - **Motion to accept the resignation: Sarah Glose, Second Tom Jahn. Passes unanimously.**

NEW BUSINESS

- Overview of civil service
 - In the library, we do a lot of hiring people as clerks and then promoting as they gain credentials and/or experience.
 - Sherry and Josias have a checklist to follow to make sure they are following the civil service requirements.
 - Applicants/employees need to meet certain requirements, like degree requirements and passing a civil service exam. Sometimes this can be frustrating, because some positions require a degree that isn't totally relevant to the work and


this impacts who we are able to hire.

- E-rate
 - We participate through 4CLS. This uses schools and libraries to get high speed internet to the public.
 - This is our standard agreement that we sign every year with 4CLS.
 - There is scuttlebutt that this program may be cut. At this time, we will proceed as we always do, but if the program does it cut, it will create an immediate funding need.
 - **Motion to accept the agreement: Jeffri Boisvert, Second Jillian Sandy. Passes unanimously.**
- 2024 Annual Report
 - The written report has been submitted to the state. Within the next ~2 months, we'll have a pamphlet version that will include art and design and be beautiful and exciting to read. Because adding art makes for more engaging and compelling reading!! 🎨👤🌀👁️
 - Our door count is higher than 2019 - meaning we are fully recovered from the dip during the pandemic!
 - Programs and circulation were slightly down. Circulation tracks with wider trends in the field, programs were mostly a result of having to cancel programming during an understaffed period.
 - We are also serving more of a social services role in the county with programs like Peer Support.
 - **Motion to accept the annual report: Emily Jones, Second Charm Foster. Passes unanimously.**
- Financial Disclosure Statement
 - This annual statement will be coming in the mail to board members (and overall county employees). Please fill them out!
 - People who don't fill them out will be named and shamed on a public list. (Really)
 - They are subject to FOIL. Your contact information and any information related to minor dependents will be redacted.
- Conflict of Interest Policy
 - Board members will also need to disclose any conflicts of interest, in accordance with our currently-being-updated COI policy. The policy committee is working on updating this now.
- Programs, Exhibits, and Meeting Rooms
 - Presented by James Ingram. James' role is to
 - Supports program logistics and marketing for both the Children's Department and the Info Services Department.
 - Support meeting reservations and set up.
 - The booking site for meeting rooms on the website is working well. Yay!
 - Support exhibits, for example, the current Women's Suffrage traveling exhibit, visiting artist exhibits, etc.
 - Basically, just create and support excellent programs and exhibits to draw patrons in.
 - This is all work that James has taken on in the last year that was previously on

the plates of many different people. He's serving to be a connector between departments and it is incredibly helpful!

- Loaning Orazio Salati's paintings to Roberson for a retrospective on his work
 - He sometimes paints with a blowtorch, which Josias and Sarah highly recommend watching live. 🔥👁️
 - **Motion to loan the paintings to Roberson: Sarah Glose, Second Jeffri Boisvert. Passes unanimously.**

OLD BUSINESS

- Emergency Services MOU
 - No updates at this time. Attempting to coordinate a meeting with all stakeholders.
- Renovation/Projects update
 - Moving forward with bids to renovate either the upstairs and downstairs bathroom, build ramp and door from youth services to garden, and build security HQ in the rotunda.
 - Expected to go to bid in May 2025.
 - Revisions are expected and will be run by the NYS Education Department (this is where the funding is running through).
 - Also working on installing the new floor for the eating area. It will be aqua and orange tiles. Art is meant to stir up conversation, and we feel confident that aqua and orange will do just that! 
 - New tables will be arriving this year.
 - We will also be stripping and rewaxing the floor.
- Security update
 - We are getting an additional control panel for the alarm system, an app-accessible alarm system that Josias and Sherry can activate/deactivate remotely if needed, additional security cameras, and additional motion detectors.
 - The fire alarm system will be replaced beginning tomorrow. Exciting!
 - Lots of progress has been made since the big security incident at the beginning of the year.
 - Over the last few months, we have had a lot of young, new officers and they have been doing really well.
 - Unfortunately, we have had fights nearly every single day this week. There have been a few bans this week as a result. All ban letters include instructions for an appeal.

REPORTS

2024 Annual Report - NYS

2024 financials – final?

- This is (hopefully) the final 2024 report!
- Includes balance of the Friends grants account.
- Added open Projects and Grants section.
 - Community Foundation - Bilingual is to purchase foreign language books and materials for the Children's section. These have been purchased and

- the grant will be closed out.
 - Community Foundation - Narcan. Balance for this will be going to supplies for Peer Support.
 - Kresge Grant remaining balance will be going to be robotics kits and related materials.
 - Farm to Library grant will rollover to 2025.
- Not all of our expenses are spread evenly across the year, and this is reflected in the report. Josias believes this makes things easier to understand.
- Discussion about line items vs. overall category spending. Overall category spending is more important than the individual line items within that category.
- How is the advertising budget used?
 - Advertising job postings, promoting posts on Facebook, the newsletter
- Josias really loves doing the budget and is hype to talk about it at length to anyone who has questions!

February Financials

Director's Report

- We have several staff members that need promotions to recognize the ways they go above and beyond in their work. This speaks to the need for flexibility within civil service.

Staff Reports

- Sherry is managing payroll now.
- Farm to Library will continue, in partnership with Cornell Cooperative Extension.
- Huge donation of seeds from CCE as well.
- Exciting gaming programming is coming up!
- Make and Takes are going well!
- Monday Matinee movie showings are drawing interest.

Committee Reports

- Executive Committee
- Strategic Planning - Update to come
- Finance Committee - No report
- Nominating - No report
- Personnel - No report
- Marketing - No report
- DEI - Potential new community representative to join the team
- Policy - next set of deliverables will be April 15.
- Ad hoc - No report
- Liaison to Friends - there was no meeting in February

Friends

6:52pm Motion to adjourn: Jeffri Boisvert, Second: Kelly Sullivan. Passes unanimously.

REQUEST FOR LEGISLATIVE APPROVAL

1. General Information

Department: 40000008 /County Library

Preferred Legislative Session Date: 2025-04-17

Purpose Of Resolution: To except a grant from the Rumble Ponies Foundation

Resolution Nbr: 0000011080

Previous Resolution Nbr:

Submitted by: Sherry Kowalski

Submitted Phone: 3829

2. Revenue (Grants and Contracts with revenue to the County) if any

Program/GrantName:	2025 SUMMER READING	Project ID:	4010036
Funding Source Name:	Southpaw Resources LLC	Address 1:	211 Henry St.
Funding Contact Name:	David Sobotka	Address 2:	
Program Description:	RUMBLE PONIES FOUNDATION GRANT FOR SUMMER READING KICKOFF EVENT	City:	Binghamton
		State/Zip:	NY 13901
Grant Type:	N		
RFB/RFP #:		Previous CA#:	

New Grant Term From:	2025-01-01	To:	2026-01-01	New Grant Funding Amt:	2000
Previous Grant Term From:		To:		Previous Grant Amt (if any):	0
Renewal Grant Term From:		To:		Renewal Grant Funding Amt:	0
Revision Term From:		To:		Revision Funding Amt:	0
				Revision Grant Total Amt:	0

Journal_ID	Dept ID	Account	Fund Code	Project Code	Revenue Line Descr	Amount
1						0

3. Expenditures (Contracts)

Vendor #:		Address 1:	
Vendor Name:		Address 2:	
Vendor Contact Name:		City:	
Expenditure Type:		State/Zip:	

New Contract Term From:		To:		New Contract Amt:	0
Renewal Contract Term From:		To:		Renewal Contract Fund Amt:	0
Previous Contract Term From:		To:		Previous Contract Amt:	0
Amended Contract Term From:		To:		Amended Contract Amt:	0
				Amended Contract Total:	0

# of Attachments:	1	# Personal Service Summary Attached:	0
# of Comments:	0	# of Personal Services Summary:	0
# of Exhibit Attached:	0	# of Insurance Documents Attached:	0
# of Exhibit Comments:	0	# of Insurance Documents:	0

Resolution Number	11080
Grant:	2025 Summer Reading
Project ID:	4010036

Fund	3151
Department	40000008 Library

Revenue:		Amount
Account#	5000531 GIFTS AND DONATIONS	\$2,000.00

Expense:		
Account#	6004573 OTHER FEES FOR SERVICE	\$2,000.00

REQUEST FOR LEGISLATIVE APPROVAL

1. General Information

Department: 40000008 /County Library

Preferred Legislative Session Date: 2025-04-17

Purpose Of Resolution: To accept New York State funding for Broome County Public Library's Farm to Library program

Resolution Nbr: 0000011078

Previous Resolution Nbr:

Submitted by: Josias Bartram

Submitted Phone: 6407

2. Revenue (Grants and Contracts with revenue to the County) if any

Program/GrantName:	2025 FARM TO LIBRARY	Project ID:	4010035
Funding Source Name:	Four County Library System	Address 1:	304 Clubhouse Rd
Funding Contact Name:	Steve Bachman	Address 2:	
Program Description:	NYS SENATE SPECIAL LIBRARY AID - BCPL FARM TO LIBRARY PROGRAM	City:	Vestal
		State/Zip:	NY 13850
Grant Type:	N		
RFB/RFP #:		Previous CA#:	

New Grant Term From:	2025-01-01	To:	2025-12-31	New Grant Funding Amt:	3000
Previous Grant Term From:		To:		Previous Grant Amt (if any):	0
Renewal Grant Term From:		To:		Renewal Grant Funding Amt:	0
Revision Term From:		To:		Revision Funding Amt:	0
				Revision Grant Total Amt:	0

Journal_ID	Dept ID	Account	Fund Code	Project Code	Revenue Line Descr	Amount
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Expenditure Type:		State/Zip:	

New Contract Term From:		To:		New Contract Amt:	0
Renewal Contract Term From:		To:		Renewal Contract Fund Amt:	0
Previous Contract Term From:		To:		Previous Contract Amt:	0
Amended Contract Term From:		To:		Amended Contract Amt:	0
				Amended Contract Total:	0

# of Attachments:	1	# Personal Service Summary Attached:	0
# of Comments:	0	# of Personal Services Summary:	0
# of Exhibit Attached:	0	# of Insurance Documents Attached:	0
# of Exhibit Comments:	0	# of Insurance Documents:	0

Resolution Number 11078
Grant: Farm to Library
Project ID: 4010035

Fund 3151
Department 40000008 Library

Revenue:		Amount
Account#	5000808 OTHER STATE AID	\$3,000.00

Expense:		
Account#	6004138 OTHER OPERATIONAL EXPENSES	\$3,000.00

Emergency Response & Building Evacuation Policy

A. Summary: Building Evacuation Plan

In the event of a fire or other emergency, the building shall be evacuated as follows:

1. If you hear the fire alarm or are notified by other means of evacuation order, leave the building immediately.
2. Leave by the nearest exit. Do not go to your usual workstation first. Do not stop to gather purse, coat, answer the phone etc. If the source of danger is in the direction of the nearest exit, use the nearest exit free from danger.
3. Do not use the elevator.
4. Since there are so few employees left in the building, all should be responsible for assisting patrons out of the building as long as it does not endanger you. If patron won't leave, report it to the Security Officer once outside. Fire monitors, should assist any patrons out of their area, closing doors to deter the spread of the fire, counting heads once gathered at designated meeting point, maintaining calm and control over said group until directed to relocated or re-enter, preventing the public from entering the building during the fire drill.

Handicapped persons require special considerations during an emergency facility evacuation. The fire monitors shall ensure that handicapped personnel and visitors are either escorted outside if on the first/ground floor or escorted to a stair tower to await rescue by the fire department.

It is the fire monitor's responsibility to personally alert the fire department of handicapped persons awaiting rescue in the 2nd floor stair towers.

5. Once out of the building, proceed to the following area regardless of exit used to get out.
 - a. All employees shall gather by the large tree next to the Phelps Mansion at the far eastern edge of the parking lot. Patrons should be asked to stay away from the entrance to the building.
6. Do not re-enter until directed by a fire official to do so. The Fire Chief or his designee are the only people able to authorize re-entry.
7. You are still working and therefore responsible for your time and whereabouts. Remain with the group and follow the directions provided by the fire monitors.

If you discover a fire, pull the nearest fire alarm. All employees are advised to become familiar with the evacuation plan as well as the locations of all exits in the building.

B. Staff Duties

All staff must be thoroughly familiar with our evacuation plan. In the event of fire or emergency, you must also know your specific duties and responsibilities before you can properly exit the building.

You must know the location of all fire exits in the building. In the event you are working in or are present in an area you are not usually scheduled in, you must be able to locate the NEAREST available exit(s). This is especially important if a fire exit is blocked or damaged and cannot be used.

1. CIRCULATION SERVICES will notify and escort patrons in the area to the front door exit.
 - a. Alternate exit is through Emergency Services into Shipping/Receiving and out Pine Street exit.
 - b. Second alternate exit is through Youth Services, and out onto Pine Street.
2. INFORMATION SERVICES will notify and escort patrons in the area to Court Street fire door near elevators.
 - a. Alternate exit is through Pine Street fire door near elevators.
 - b. Second alternate is through the front door.
3. YOUTH SERVICES will notify and escort patrons in the area to Pine Street fire door.
 - a. Alternate exit is through the South side door and continue out through Shipping/Receiving.
 - b. Second alternate exit is through the Front door.
4. EMERGENCY SERVICES main exit is through Shipping/Receiving and out Pine Street fire door.
 - a. Alternate exit is Pine Street fire door near elevators.
5. SECOND FLOOR includes ADMINISTRATION, LOCAL HISTORY, and LITERACY VOLUNTEERS OFFICE. Main exit is Pine Street fire door staircase near elevators.
 - a. Alternate exit is Court Street fire door staircase near elevators.
 - b. Second alternate is down the main staircase and out the front doors.

All staff will gather at the large tree next to the Phelps Mansion at the far east end of the parking lot.

C. Summary of Emergency Exits

FRONT DOOR

- Primary exit for CIRCULATION SERVICES
- Alternate exit for YOUTH SERVICES

PINE STREET – through shipping/receiving

- Primary exit for EMERGENCY SERVICES
- Alternate exit for CIRCULATION SERVICES

PINE STREET – at rear of Youth Services

- Primary exit for YOUTH SERVICES
- Alternate exit for CIRCULATION SERVICES

PINE STREET – Next to elevators

- Alternate exit for INFORMATION SERVICES
- Alternate exit for EMERGENCY SERVICES
- Alternate exit for SECOND FLOOR

COURT STREET – Next to elevators

- Primary exit for INFORMATION SERVICES
- Primary exit for SECOND FLOOR

D. Fire Monitors

Fire monitors - please remember that your duties are to make sure the people you work with are familiar with the evacuation plan, that these people know where all exits are located, and that your co-workers leave their work station and the building. You are not expected to perform heroic deeds - you just want to ensure the safe and orderly evacuation of your co-workers and other people located in your work areas.

Duties:

"Fire Monitors" shall:

1. Ensure that all members of your department and/or floor know the building evacuation plan and their duties in an emergency.
2. Ensure that all members of your department and/or floor know where the fire exits are located.
3. Ensure that all **NEW** employees in your department and/or floor have been made aware of the location of the fire exits, know the building evacuation plan, and know their duties in an emergency.
4. When the fire alarm bell sounds, you should make sure that all personnel in your area of responsibility have evacuated the building prior to your evacuation.
5. Handicapped persons require special considerations during an emergency facility evacuation. The fire monitors shall ensure that handicapped personnel and visitors are either escorted outside if on the first/ground floor, or escorted to a fire-rated stair to await rescue by the fire department.

As a fire monitor, it is your responsibility to personally alert the fire department of the handicapped persons awaiting rescue in the stair tower.

6. Assist patrons in locating fire exits.
7. Close doors to deter the spread of the fire.
8. Count employees once everyone is gathered outside the building.
9. Prevent the public from entering the building during the evacuation while alarms are sounding.

Areas of Responsibility:

INFORMATION SERVICES

- Non-fiction and Reference stacks, Ahearn Business Center, Computer Lab, Government Documents Room and Information Offices.

CIRCULATION SERVICES

- Fiction stacks, Browsing Area, Circulation Offices
- If custodians are unavailable check the Decker Meeting Room, Public Lounge, Gift Shop and both Public Restrooms

YOUTH SERVICES

- Book stacks, Youth Services Office, Kresege Storytime Room and both Restrooms

SECOND FLOOR

- Staff Kitchen, Administrative Offices, Local History, Exhibit Room, Literacy Volunteers, Board Room, Microfilm Area and both Public Restrooms

CUSTODIAL STAFF

Decker Meeting Room, Public Lounge, Gift Shop and both Public Restrooms

E. Emergency Exit Drills

Purpose

To establish rules and regulations for the timely and orderly evacuation of all buildings in case of fire, or other life-threatening emergencies.

Scope

These rules have been established in accordance with NFPA Life Safety Code and the New York State DOSH regulations, and apply to all Broome County personnel.

Procedures

Emergency exit drills shall be regularly conducted at all county facilities, in accordance with these general rules and the specific evacuation procedures set up to deal with emergency situations.

1. Emergency exit drills shall be held with a sufficiency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine.
2. Drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that exist during emergencies.
3. Complete evacuation will be accomplished with the sounding of the fire alarm system in all areas, even though it is suspected that the alarm was initiated in horseplay. The only exception to this rule will be when prior notice has been given by maintenance personnel that they will be testing the fire alarm system.
4. In the conduct of drills, emphasis shall be placed upon the orderly evacuation under proper discipline rather than upon speed as such; no running or horseplay shall be permitted.
5. Fire alarm facilities shall be regularly used in the conduct of emergency exit drills.
6. Emergency exit drills shall not include any extinguishing operations.
7. No furnishings, decorations and other objects shall be so placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof.
8. All employees shall be schooled and drilled in the duties they are to perform in case of emergency, in order to be of greatest service in effecting orderly exits or assemblages.
9. Appointed "Fire Monitors" shall be preassigned to ensure that all doors are closed and that the building, floor, or area has been completely evacuated. This task will be accomplished only when it does not endanger the safety of personnel assigned.

F. Code Adam Response Plan

Basic Steps for Code Adam:

- Person discovering the lost child immediately goes to PA system and announces "CODE ADAM" and gives description of child such as hair color, size, clothing etc.
- Immediately go to front door
- Search property
- Child not found within 10 minutes, notify Binghamton Police
- Child found, cancel Code Adam over PA System
- Child found with stranger, try to detain or get description, license plate number and direction car may be heading

CIRCULATION

1. Two staff members immediately go to the front doors and monitor everyone leaving or entering the building.
One staff member walks out to book drops and quickly surveys the parking lot.
2. Additional staff member monitors the corridor and area near the Circulation desk.
3. Check Circulation browsing area and fiction.
4. One staff member stationed in corridor between staircases to take Information Services and second floor reports.

INFORMATION SERVICES

1. Divide room in half.
2. Person 1 stays at desk and monitors the corridor.
3. Person 2 checks Ahearn, Court Street sitting area and elevator.
4. Person 3 checks computer lab if open, book stacks and Pine St. elevator
5. Two Reference staff meets at staircase with the Circ staff who checked fiction and report all clear.
If after 5:00, Reference staff person checks entire room.

***** Circulation, Local History & Reference Staff *****

Meet together at entrance to Info near stairs to confirm Info Services and second floor all checked.

YOUTH SERVICES

1. Check Emergency Exit door.
2. Check the restrooms.
3. Check the stacks working towards the front of the room.

4. Check to see if the Kresge Story Telling Room is locked.
5. Upon completion of searching area return to Circ and report all checked.

LOCAL HISTORY

1. Immediately check the room. Check the area outside of the room.
2. Monitor the stairs and elevators. After 4:30 PM also perform Administration assignments.
3. Meet with first floor Circulation monitor at bottom of the stairs to report second floor checked.

ADMINISTRATION

1. Check the offices, kitchen and break room.
2. Check the Exhibit Room, Board Room and Literacy Volunteers office.
3. Check the Restrooms.

MAINTENANCE

1. Immediately respond to the Rotunda and check the Restrooms.
2. Check the exterior of the building along Court Street and the parking lot with Circ staff member.
3. Return to the building and assist security officer as assigned.

SECURITY OFFICER

1. Upon receiving notification of Code Adam note time. Respond to the staff member and person making report. While enroute check area for subject.
2. Upon arrival to complainant obtain detailed description of subject. Rebroadcast information again to staff. Note Time!
3. Be certain all areas are being checked. Assign staff to cover any open assignments. You may need to assign staff to 2nd Floor if no one is there.
4. Upon locating subject alone, note time and respond to location immediately. Interview subject to ascertain information and be certain subject is not harmed in any way.
5. If subject located with adult respond immediately and obtain information from all persons who had contact with subject. Note time and request additional assistance if required.
6. Prepare incident report.

If the subject is not located within the 10 minute time period contact communications and request Binghamton Police respond. Notify patrol and the plaza of the situation. Continue to

Broome County Public Library Policy & Procedure Manual
(Previous Policy #5025 & 5010)
Effective Date:

check all areas of the building. Maintain contact with complainant until relieved by supervisor or police.

Active shctive shooter
Fire alarm

BROOME COUNTY PUBLIC LIBRARY Policy and Procedure Manual	SECTION	Operations	POLICY #	5010-0
	EFFECTIVE	April 2, 2009	PAGE	1 OF 3
	SOURCE	Administration		
	SUPERCEDE	January 22, 2009		

CODE ADAM RESPONSE PLAN

Code Adam is a nationally-recognized "missing child" safety program in the United States, originally created by Wal-Mart retail stores in 1994. It is named in memory of Adam Walsh, the 6-year-old son of John Walsh, who was abducted from a Sears department store in Florida and was later found murdered in 1981. Today, many department stores, retail shops, shopping malls, supermarkets, amusement parks, libraries and museums participate in the Code Adam program. Legislation enacted by Congress in 2004 now mandates that all federal office buildings employ the program.

Basic Steps for Code Adam:

- *Person discovering the lost child immediately goes to PA system and announces "CODE ADAM" and gives description of child such as hair color, size, clothing etc.*
- *Immediately go to front door*
- *Search property*
- *Child not found within 10 minutes, notify Binghamton Police*
- *Child found, cancel Code Adam over PA System*
- *Child found with stranger, try to detain or get description, license plate number and direction car may be heading*
- *See following departmental breakdown*

CIRCULATION

1. Two staff members immediately go to the front doors and monitor everyone leaving or entering the building.
One staff member walks out to book drops and quickly surveys the parking lot.
2. Additional staff member monitors the corridor and area near the Circulation desk.
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5. Two Reference staff meets at staircase with the Circ staff who checked fiction and report all clear.
6. If after 5:00, Reference staff person checks entire room.

BROOME COUNTY PUBLIC LIBRARY Policy and Procedure Manual	SECTION	Operations	POLICY #	5010-0
	EFFECTIVE	April 2, 2009	PAGE	2 OF 3
	SOURCE	Administration		
	SUPERCEDE	January 22, 2009		

CODE ADAM RESPONSE PLAN

*** *Circulation, Local History & Reference Staff* ***

Meet together at entrance to Info near stairs to confirm Info Services and second floor all checked.

YOUTH SERVICES

1. Check Emergency Exit door.
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4. Check to see if the Kresge Story Telling Room is locked.
5. Upon completion of searching area return to Circ and report all checked.

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1. Immediately check the room. Check the area outside of the room.
2. Monitor the stairs and elevators. After 4:30 PM also perform Administration assignments.
3. Meet with first floor Circulation monitor at bottom of the stairs to report second floor checked.

ADMINISTRATION

1. Check the offices, kitchen and break room.
2. Check the Exhibit Room, Board Room and Literacy Volunteers office.
3. Check the Restrooms.

MAINTENANCE

1. Immediately respond to the Rotunda and check the Restrooms.
2. Check the exterior of the building along Court Street and the parking lot with Circ staff member.
3. Return to the building and assist security officer as assigned.

BROOME COUNTY PUBLIC LIBRARY Policy and Procedure Manual	SECTION	Operations	POLICY #	5010-0
	EFFECTIVE	April 2, 2009	PAGE	3 OF 3
	SOURCE	Administration		
	SUPERCEDE	January 22, 2009		

CODE ADAM RESPONSE PLAN

SECURITY OFFICER

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5. If subject located with adult respond immediately and obtain information from all persons who had contact with subject. Note time and request additional assistance if required.
6. Prepare incident report.

If the subject is not located within the 10 minute time period contact communications and request Binghamton Police respond. Notify patrol and the plaza of the situation. Continue to check all areas of the building. Maintain contact with complainant until relieved by supervisor or police.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-0
	EFFECTIVE	February 26, 2016	PAGE 1 OF 1
	SOURCE	Library Administration	
	SUPERCEDES	January 12, 2004	

BUILDING EVACUATION PLAN

In the event of a fire or other emergency, the building shall be evacuated as follows:

1. If you hear the fire alarm or are notified by other means of evacuation order, LEAVE THE BUILDING IMMEDIATELY.
2. **Leave by the NEAREST exit. Do not go to your usual work station first. Do not stop to gather purse, coat, answer the phone etc. If the source of danger is in the direction of the nearest exit, use the nearest exit free from danger.**
3. **DO NOT USE THE ELEVATOR.**
4. Since there are so few employees left in the building, all should be responsible for assisting patrons out of the building as long as it does not endanger you. If patron won't leave, report it to the Security Officer once outside. Fire monitors, should assist any patrons out of their area, closing doors to deter the spread of the fire, counting heads once gathered at designated meeting point, maintaining calm and control over said group until directed to relocated or re-enter, preventing the public from entering the building during the fire drill.

 Handicapped persons require special considerations during an emergency facility evacuation. The fire monitors shall ensure that handicapped personnel and visitors are either escorted outside if on the first/ground floor, or escorted to a stair tower to await rescue by the fire department.

 It is the fire monitor's responsibility to personally alert the fire department of handicapped persons awaiting rescue in the 2nd floor stair towers.
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6. Do not re-enter until directed by a fire official to do so. The Fire Chief or his designee are the only people able to authorize re-entry.
7. You are still working and therefore responsible for your time and whereabouts. Remain with the group and follow the directions provided by the fire monitors.

If you discover a fire, pull the nearest fire alarm. All employees are advised to become familiar with the evacuation plan as well as the locations of all exits in the building.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-1
	EFFECTIVE	February 26, 2016	PAGE 1 OF 1
	SOURCE	Library Administration	
	SUPERCEDES	January 12, 2004	

BUILDING EVACUATION PLANS-STAFF DUTIES

All staff must be thoroughly familiar with our evacuation plan. In the event of fire or emergency, you must also know your specific duties and responsibilities before you can properly exit the building.

You must know the location of all fire exits in the building. In the event you are working in or are present in an area you are not usually scheduled in, you must be able to locate the NEAREST available exit(s). This is especially important if a fire exit is blocked or damaged and cannot be used.

1. CIRCULATION SERVICES will notify and escort patrons in the area to the front door exit.
 - a. Alternate exit is through Emergency Services into Shipping/Receiving and out Pine Street exit.
 - b. Second alternate exit is through Youth Services, and out onto Pine Street.
2. INFORMATION SERVICES will notify and escort patrons in the area to Court Street fire door near elevators.
 - a. Alternate exit is through Pine Street fire door near elevators.
 - b. Second alternate is through the front door.
3. YOUTH SERVICES will notify and escort patrons in the area to Pine Street fire door.
 - a. Alternate exit is through the South side door and continue out through Shipping/Receiving.
 - b. Second alternate exit is through the Front door.
4. EMERGENCY SERVICES main exit is through Shipping/Receiving and out Pine Street fire door.
 - a. Alternate exit is Pine Street fire door near elevators.
5. SECOND FLOOR includes ADMINISTRATION, LOCAL HISTORY, and LITERACY VOLUNTEERS OFFICE. Main exit is Pine Street fire door staircase near elevators.
 - a. Alternate exit is Court Street fire door staircase near elevators.
 - b. Second alternate is down the main staircase and out the front doors.

ALL STAFF WILL GATHER AT THE LARGE TREE NEXT TO THE PHELPS MANSION AT THE FAR EAST END OF THE PARKING LOT.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-2
	EFFECTIVE	February 26, 2016	PAGE 1 OF 1
	SOURCE	Library Administration	
	SUPERCEDES	July 26, 2005	

SUMMARY OF EMERGENCY EXITS

FRONT DOOR

- Primary exit for CIRCULATION SERVICES
- Alternate exit for YOUTH SERVICES

PINE STREET – through shipping/receiving

- Primary exit for EMERGENCY SERVICES
- Alternate exit for CIRCULATION SERVICES

PINE STREET – at rear of Youth Services

- Primary exit for YOUTH SERVICES
- Alternate exit for CIRCULATION SERVICES

PINE STREET – Next to elevators

- Alternate exit for INFORMATION SERVICES
- Alternate exit for EMERGENCY SERVICES
- Alternate exit for SECOND FLOOR

COURT STREET – Next to elevators

- Primary exit for INFORMATION SERVICES
- Primary exit for SECOND FLOOR

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-3
	EFFECTIVE	February 26, 2016	PAGE 1 OF 2
	SOURCE	Safety Policy & Procedure Manual	
	SUPERCEDES	January 12, 2004	

FIRE MONITORS DUTIES & AREAS OF RESPONSIBILITIES

Fire monitors - please remember that your duties are to make sure the people you work with are familiar with the evacuation plan, that these people know where all exits are located, and that your co-workers leave their work station and the building. You are not expected to perform heroic deeds - you just want to ensure the safe and orderly evacuation of your co-workers and other people located in your work areas.

Duties:

"Fire Monitors" shall:

1. Ensure that all members of your department and/or floor know the building evacuation plan and their duties in an emergency.
2. Ensure that all members of your department and/or floor know where the fire exits are located.
3. Ensure that all **NEW** employees in your department and/or floor have been made aware of the location of the fire exits, know the building evacuation plan, and know their duties in an emergency.
4. When the fire alarm bell sounds, you should make sure that all personnel in your area of responsibility have evacuated the building prior to your evacuation.
5. Handicapped persons require special considerations during an emergency facility evacuation. The fire monitors shall ensure that handicapped personnel and visitors are either escorted outside if on the first/ground floor, or escorted to a fire-rated stair to await rescue by the fire department.

As a fire monitor, it is your responsibility to personally alert the fire department of the handicapped persons awaiting rescue in the stair tower.

6. Assist patrons in locating fire exits.
7. Close doors to deter the spread of the fire.
8. Count employees once everyone is gathered outside the building.
9. Prevent the public from entering the building during the evacuation while alarms are sounding.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-3
	EFFECTIVE	February 26, 2016	PAGE 2 OF 2
	SOURCE	Safety Policy & Procedure Manual	
	SUPERCEDES	January 12, 2004	

FIRE MONITORS DUTIES & AREAS OF RESPONSIBILITIES

Areas of Responsibility:

INFORMATION SERVICES

- Non-fiction and Reference stacks, Ahearn Business Center, Computer Lab, Government Documents Room and Information Offices.

CIRCULATION SERVICES

- Fiction stacks, Browsing Area, Circulation Offices
- If custodians are unavailable check the Decker Meeting Room, Public Lounge, Gift Shop and both Public Restrooms

YOUTH SERVICES

- Book stacks, Youth Services Office, Kresege Storytime Room and both Restrooms

SECOND FLOOR

- Staff Kitchen, Administrative Offices, Local History, Exhibit Room, Literacy Volunteers, Board Room, Microfilm Area and both Public Restrooms

CUSTODIAL STAFF

- Decker Meeting Room, Public Lounge, Gift Shop and both Public Restrooms

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-4
	EFFECTIVE	February 26, 2018	PAGE 1 OF 1
	SOURCE	Library Administration	
	SUPERCEDES	January 11, 2016	

FIRE MONITORS AND BACKUPS

Area of Responsibility:	Fire Monitor	Back-up
Administration	Lisa Wise	Monica Buckley
Information & Reference	Sherry Kowalski	Tim Bridgman
Circulation	Steve Steflik	Kim Smey, Nancy Stabler
Youth Services		Michelle Ford

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-5
	EFFECTIVE	February 26, 2016	PAGE 1 OF 1
	SOURCE	Safety Policy & Procedure Manual – Page VII-1	
	SUPERCEDES	January 12, 2004	

EMERGENCY EXIT DRILLS

Purpose

To establish rules and regulations for the timely and orderly evacuation of all buildings in case of fire, or other life threatening emergencies.

Scope

These rules have been established in accordance with NFPA Life Safety Code and the New York State DOSH regulations, and apply to all Broome County personnel.

Procedures

Emergency exit drills shall be regularly conducted at all county facilities, in accordance with these general rules and the specific evacuation procedures set up to deal with emergency situations.

1. Emergency exit drills shall be held with a sufficiency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine.
2. Drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that exist during emergencies.
3. Complete evacuation will be accomplished with the sounding of the fire alarm system in all areas, even though it is suspected that the alarm was initiated in horseplay. The only exception to this rule will be when prior notice has been given by maintenance personnel that they will be testing the fire alarm system.
4. In the conduct of drills, emphasis shall be placed upon the orderly evacuation under proper discipline rather than upon speed as such; no running or horseplay shall be permitted.
5. Fire alarm facilities shall be regularly used in the conduct of emergency exit drills.
6. Emergency exit drills shall not include any extinguishing operations.
7. No furnishings, decorations and other objects shall be so placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof.
8. All employees shall be schooled and drilled in the duties they are to perform in case of emergency, in order to be of greatest service in effecting orderly exits or assemblages.
9. Appointed "Fire Monitors" shall be preassigned to ensure that all doors are closed and that the building, floor, or area has been completely evacuated. This task will be accomplished only when it does not endanger the safety of personnel assigned.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Operations	POLICY # 5025-6
	EFFECTIVE	February 26, 2016	PAGE 1 OF 1
	SOURCE	Library Administration	
	SUPERCEDES	January 12, 2004	

FIRE MONITOR CLOSING PROCEDURE

Effective immediately, it is the responsibility of all fire monitors and their backups to ensure that all interior doors are closed.

In the event of a fire during the night or when the building is closed, the doors, if closed, will help deter a fire from spreading to other areas.

All doors are also to be closed to latch during all emergency exit drills.



FOUR COUNTY LIBRARY SYSTEM

WWW.4CLS.ORG

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

304 Clubhouse Road
Vestal, New York 13850
607.723.8236 | 607.723.1722 (fax)

March 31, 2025

Library Directors,

At last week's Director's Meeting, a consensus was reached to proceed with the proposed automation fee plan for 2026-2028. The fees were calculated using the standard automation fee formula (base fee, circulation component, holdings component) and applying a 10% cap on increases and a 5% cap on decreases. The resulting fees will cover 75% of the 4CLS Automation Program. The remaining cost will be borne by the 4CLS operating budget.

A further consensus from the meeting was that the formula that has been in use (in some form) since 2001 is reaching the end of its usefulness. We will work together to find a better solution by the end of the next cycle of fees in 2028.

Enclosed is a copy of fees and an updated Automation Contract. Please return a signed copy of the contract to me at your convenience. I will return a fully executed copy for your records.

Thank you for your input through this process. If you have any questions or concerns about the meeting, the formula, the fees, or any other area, please do not hesitate to contact me.

Sincerely,

Steven J. Bachman
Executive Director

Enc: Automation Contract 2025-2028
Automation Fees 2025-2028

Agreement for Shared Online Integrated Library System Services

Four County Library System (hereinafter referred to as "the System") and
_____ (hereinafter referred to as "the Library") agree as follows:

1. PURPOSE

The Purpose of the agreement is to define the scope of services to be provided by the System to the Library with regard to the shared online Integrated Library System (hereinafter referred to as "ILS") as well as the responsibilities of both parties.

2. CONTRACT WITH

System has executed a contract with SirsiDynix for the support and hosting of the Integrated Library System software. The Library hereby agrees that System, as the contracting institution, shall be the sole contractee with ILS Vendor and that the Library has no direct interest in said contract.

3. FUNCTIONS OF ILS

Upon implementation of this agreement, the following functions are available to the Library through the ILS-- the System reserves the right to add to these functions or modify them with 30 days' notice to the Library.

- Bibliographic record database
- Circulation control
- Patron record database
- Online catalog
- Statistical reports

4. RESPONSIBILITIES OF THE PARTIES

A. ILS responsibilities of System shall be to:

- a. Provide appropriately skilled and trained staff to maintain, oversee, and develop the ILS capabilities;
- b. House or outsource the ILS components including servers, storage devices and backup services;
- c. Assume the costs of electric power, heating, and cooling for the above components;
- d. Adequately insure all central site components;
- e. Assure performance of regular maintenance tasks on the ILS components and enter into such maintenance contracts as are needed to reasonably assure reliability of **ILS Catalog**;
- f. Provide telephone assistance during normal System office hours for problems and questions related to **the ILS**;
- g. Put together, when appropriate, group orders, or negotiate group pricing, for Library equipment necessary for the implementation of this agreement; and rebill the Library at cost for such items;
- h. Provide to the Library ongoing training and documentation as System staff deem necessary to make efficient use of **ILS** in circulation, catalog/holdings maintenance and statistical reporting;

- i. Hold the final authority for issuance of policies for use of the ILS, following appropriate consultation with the Governing Council;
- j. Hold the final authority for modifications to costs and fees of **ILS** participation; and
- k. Collect and disseminate policies and best practices for use of the ILS.

B. Internet & Managed Network Security Services Responsibilities of System shall be to:

- a. Negotiate contracts with cost-effective and reliable Internet service providers on an annual or multi-year basis, whichever is best, for the Library;
- b. Provide network hardware (Firewalls, Routers, Switches, ...) to provide Library access to ILS system and supporting services;
- c. Coordinate network infrastructure and telecommunications access necessary to connect the Library to the ILS system and supporting services;
- d. Provide access to telephone assistance after hours for critical network problems related to accessing **ILS** services;
- e. Monitor network services, triage network problems, advise on network upgrades; and
- f. Apply for E-rate reimbursements on behalf of all online libraries and use those funds to offset **ILS** costs.

C. ILS Responsibilities of the Library shall be to:

- a. Purchase, insure, and maintain at its own expense the **ILS** equipment used in the Library, including but not limited to workstations, bar code readers, and printers;
- b. Purchase at its own expense all supplies necessary for the Library's use of the **ILS** system, including but not limited to barcodes, paper, and printer supplies;
- c. Purchase all barcode labels through System arrangements or consult with appropriate system staff before purchasing from an outside supplier;
- d. Consult with appropriate System staff before purchasing other equipment, supplies, etc. for use in conjunction with **ILS**;
- e. Assure that only authorized, trained personnel will use or supervise the use of **ILS**; and that each is fully trained and stays up-to-date on ILS procedures;
- f. Designate at least one staff person to act as a Training Point Person who will be willing and able to
 - i. Attend formal System ILS training sessions
 - ii. Act as the Library trainer for staff who may not be able to attend formal System training
 - iii. Make sure local training questions and problems are brought to System attention
 - iv. Make sure training information from System is shared with all Library staff;
- g. Designate at least one staff person to act as a Decision Making Point Person who will be willing and able to
 - i. Attend at least 3 (of 4) ILS User's Group meetings each year
 - ii. Vote on ILS operation decisions on behalf of the Library
 - iii. Make sure Library staff is aware and trained with regards to decisions made at ILS User's Group Meetings;

- h. Abide by the policies and procedures for the use of ILS as established by System and the ILS User's Group which include:
 - i. keep its holdings accurately updated in the ILS catalog in a timely manner
 - ii. add, delete, and maintain patron records according to established procedures
 - iii. follow ILS circulation best practices
 - iv. Lend materials from its collection to other Member Libraries of the System;
- i. Adhere to standard ethical practices regarding the privacy and confidentiality of patron records:
 - a. ALA's Freedom to Read Statement - <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
 - b. ALA's Freedom to View Statement - <http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>
 - c. ALA's Code of Ethics - <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>
- j. Assure that ILS is used only for legitimate Library purposes;
- k. Pay all bills sent by System for the use of ILS which are not in dispute within thirty days of receipt or make alternate arrangements with the 4CLS Business Office. Disputed bills shall be in writing and received at System within 30 days of billing date;
- l. Provide any necessary documents necessary for e-rate purposes properly executed and promptly delivered.

D. Internet & Managed Network Security Services Responsibilities of the Library shall be to:

- a. Provide for the security and maintenance of all computers on the Library's local area network:
 - i. Install and regularly update Antivirus software on all computers, preferably a program provided through a System site-license with support. Locally selected alternatives may be acceptable with approval of Systems Administrator and Library commitment to keep current.
 - ii. Install and regularly update critical operating system and applications software patches and updates, with support from System for obtaining and installing Windows operating system and applications (IE, Office) patches.
 - iii. Install workstation security software on public computers. 4CLS will provide a list of supported software. Acceptable alternatives need to be discussed and approved by System, and should restrict the ability to install software or make permanent changes to public computer configurations.
 - iv. Prevent any non-Library owned computer from connecting directly to the library's wired network;
- b. Provide optional wireless access using wireless access points purchased from the System or with library configured access points with the following security measures in place:
 - i. For library owned wireless computers, access should be configured using WEP or WPA (preferred) encryption

- ii. For patron owned wireless devices, access should be blocked to all internal IP addresses and devices, and, ideally, bandwidth allocations should be limited for public wireless use. [Beginning in 2016, these rules will be preconfigured in the access points purchased through the System.];
- c. Remove computers and/or devices from the network and take corrective action if they are found to be the source of a network attack;
- d. Consult with 4CLS Automation staff before adding additional non-4CLS equipment to the 4CLS network (solar system, wireless printer, etc)

5. ILS USER'S GROUP

The purposes of said User's Group shall be:

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

All members of the User's Group shall be afforded adequate opportunity to express the needs and opinions of their respective participating institutions regarding matters under consideration. The User's Group is chaired by the 4CLS Systems Manager and comprised of representatives of the online libraries. When voting occurs, each online library shall cast one vote. Items may be placed on the agenda by contacting the 4CLS Systems Manager up to 1 week before a scheduled meeting.

To assist the User's Group, the ILS Advisory Committee, a committee made up of representatives from nine member libraries, will meet between ILS User's Group Meetings to analyze issues and develop recommendations.

6. WARRANTIES, ASSURANCES, AND DISCLAIMERS

The ILS and its related functions shall be generally available for use by the Library all day, every day. When scheduled maintenance will cause the ILS to be unavailable, the System shall notify the Library as far in advance as possible. The System shall make every reasonable effort to ensure the reliability of the ILS and its associated telecommunication networks; however, the Library agrees that the System shall not be held liable for any inconvenience of loss of service, materials, or revenues caused by failures or irregularities of the ILS, its software, or the telecommunications network, whatever the cause.

7. OWNERSHIP AND TITLE TO ILS COMPONENTS

- A. The System has full ownership or exclusive contract and title to all central site hardware components, including but not limited to the servers, storage devices and backup units.
- B. The System retains full ownership and title to the bibliographic database. The Library shall have the right to acquire a machine-readable copy of its own holdings in the bibliographic database, including full bibliographic records, at its own expense. Such expense shall include, but not be limited to, the cost of supplies, computer time, and labor.
- C. The Library shall retain full ownership and title to equipment purchased by the Library for use with the ILS system. Equipment purchased by the System for the use of the Library shall remain the property of the System unless there is specific written exception. The System shall maintain and insure these items.

8. PAYMENTS

The Library agrees to make payments to the System according to the following schedule. The Library agrees to pay all charges within thirty days of receipt of any bill; or to dispute as outlined in item 4.C.k. above or to make alternative arrangements with the 4CLS Business Office. The following fees are in effect from April 1, 2025 through March 31, 2028.

9. CHARGES

A. ILS Charges are payable annually by May 1. The Library's fees are detailed in Appendix A.

B. The automation fee budget is established by combining the following cost factors:

1. Staffing in the Automation Department
2. Training for Automation staff
3. Telecommunications charges
4. Maintenance fees to the ILS Vendor (SirsiDynix)
5. Reserve for equipment upgrades

C. See Appendix A for a full listing of Automation Fees during the contract period.

1. Holdings and circulation data were pulled from NYS Annual Reports.

10. MODIFICATIONS

This agreement may not be modified except in writing and with agreement of both parties.

11. SEVERABILITY

If any provision of this agreement is held invalid, such invalidity shall not affect any other provision of this agreement which can be given effect without the invalid provision, and, to this end, the provisions of this agreement are severable.

12. TERM OF AGREEMENT

This agreement shall be effective from April 1, 2025 through March 31, 2028. It may be terminated by either party upon 45 days written notice to the other.

13. SIGNATURE

This agreement shall become effective upon the signature of the Library Board President (see next page) and the System Executive Director.

Signature Page

By signing this document, our Library agrees to the terms of this agreement.

Executed by:

Library Name: _____

Four County Library System

Name: _____

Name: _____

Title: _____

Title: **Executive Director**

Date: _____

Date: _____

Appendix A

4CLS Automation Fees 2025-2028

	2025 Fee	2026 Fee	% Change	2027 Fee	2028 Fee
Afton Free Library	\$ 4,593	\$ 5,052	10.0%	\$ 5,204	\$ 5,360
Andes Public Library	\$ 4,481	\$ 4,745	5.9%	\$ 4,887	\$ 5,034
Bainbridge Free Library	\$ 3,755	\$ 4,131	10.0%	\$ 4,254	\$ 4,382
Bovina Public Library	\$ 3,207	\$ 3,528	10.0%	\$ 3,634	\$ 3,743
Broome County Public Library	\$ 84,866	\$ 80,623	-5.0%	\$ 80,623	\$ 80,623
Cannon Free Library	\$ 7,131	\$ 7,844	10.0%	\$ 8,079	\$ 8,322
Cherry Valley Memorial Library	\$ 3,645	\$ 4,010	10.0%	\$ 4,130	\$ 4,254
Deposit Free Library	\$ 7,386	\$ 7,122	-3.6%	\$ 7,122	\$ 7,122
Edmeston Free Library	\$ 2,730	\$ 3,003	10.0%	\$ 3,093	\$ 3,186
Fairview Public Library	\$ 5,261	\$ 5,787	10.0%	\$ 5,961	\$ 6,140
Fenton Free Library	\$ 9,472	\$ 10,419	10.0%	\$ 10,732	\$ 11,054
Franklin Free Library	\$ 3,848	\$ 4,217	9.6%	\$ 4,344	\$ 4,474
George F. Johnson Memorial Library	\$ 43,725	\$ 41,539	-5.0%	\$ 41,539	\$ 41,539
Gilbertsville Free Library	\$ 3,174	\$ 3,491	10.0%	\$ 3,596	\$ 3,704
Guernsey Memorial Library of Norwich	\$ 30,323	\$ 31,569	4.1%	\$ 32,516	\$ 33,492
Harris Memorial Library	\$ 3,031	\$ 3,334	10.0%	\$ 3,434	\$ 3,537
Huntington Memorial Library	\$ 32,070	\$ 30,467	-5.0%	\$ 30,467	\$ 30,467
Kinney Memorial Library	\$ 8,658	\$ 9,524	10.0%	\$ 9,810	\$ 10,104
Lisle Free Library	\$ 3,919	\$ 4,311	10.0%	\$ 4,440	\$ 4,573
Louise Adelia Read Memorial Library	\$ 7,684	\$ 7,300	-5.0%	\$ 7,300	\$ 7,300
Mary Wilcox Memorial Library	\$ 8,116	\$ 8,928	10.0%	\$ 9,195	\$ 9,471
Milford Free Library	\$ 4,319	\$ 4,103	-5.0%	\$ 4,103	\$ 4,103
Moore Memorial Library	\$ 13,078	\$ 12,424	-5.0%	\$ 12,424	\$ 12,424
Morris Library	\$ 4,097	\$ 4,187	2.2%	\$ 4,313	\$ 4,442
New Berlin Library	\$ 7,831	\$ 8,162	4.2%	\$ 8,407	\$ 8,659
Nineveh Pub Lib Of Colesville Township	\$ 3,362	\$ 3,698	10.0%	\$ 3,809	\$ 3,923
Oxford Memorial Library	\$ 8,328	\$ 9,161	10.0%	\$ 9,436	\$ 9,719
Richfield Springs Public Library	\$ 5,180	\$ 5,698	10.0%	\$ 5,869	\$ 6,045
Roxbury Library Association	\$ 5,311	\$ 5,045	-5.0%	\$ 5,045	\$ 5,045
Sherburne Public Library	\$ 8,814	\$ 9,585	8.7%	\$ 9,873	\$ 10,169
Sidney Memorial Public Library	\$ 23,722	\$ 22,536	-5.0%	\$ 22,536	\$ 22,536
Masonville	\$ 500	\$ 500	0.0%	\$ 500	\$ 500
Skene Memorial Library	\$ 3,956	\$ 3,758	-5.0%	\$ 3,758	\$ 3,758
Smyrna Public Library	\$ 2,773	\$ 3,050	10.0%	\$ 3,142	\$ 3,236
South New Berlin Free Library	\$ 3,535	\$ 3,889	10.0%	\$ 4,005	\$ 4,125
Springfield Library	\$ 4,615	\$ 5,077	10.0%	\$ 5,229	\$ 5,386
Stamford Village Library	\$ 7,260	\$ 7,728	6.4%	\$ 7,960	\$ 8,199
Unadilla Public Library	\$ 3,284	\$ 3,612	10.0%	\$ 3,721	\$ 3,832
Vestal Public Library	\$ 41,204	\$ 45,324	10.0%	\$ 46,684	\$ 48,085
Village Library Of Cooperstown	\$ 10,345	\$ 11,380	10.0%	\$ 11,721	\$ 12,073
William B. Ogden Free Library	\$ 6,204	\$ 6,824	10.0%	\$ 7,029	\$ 7,240
Worcester Free Library	\$ 3,993	\$ 4,392	10.0%	\$ 4,524	\$ 4,660
Your Home Public Library	\$ 18,167	\$ 17,838	-1.8%	\$ 17,838	\$ 17,838
Otselic Valley Public Library		\$ 3,500		\$ 3,605	\$ 3,713
Totals	\$ 470,953	\$ 482,414		\$ 489,889	\$ 497,588