

BOARD OF TRUSTEES
Agenda – November 13, 2025

CALL TO ORDER - 5:29pm

Members Present: Al Buyck, Sarah Glose, Katie Bowers, Charmian (Charm) Foster, Tom Jahn, Jillian Sandy, Olivia Shimkus, Sarah Glose

Not Present: Emily Jones, Vikki Collazo, Kelly Sullivan

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

GUESTS: None

AMENDMENTS TO THE AGENDA:

- 4CLS Automation Contract already approved at October meeting

PUBLIC COMMENTS: None

MINUTES: October 9, 2025

- Add edit that last month's Executive Session was for a personnel matter.
- **Motion to approve the October Minutes with edit: Sarah Glose, Second: Tom Jahn. Passes unanimously.**

RESIGNATIONS:

- Ashleigh Beblavy – PT Library Clerk
- Moving to Wellsville. We will miss you, Ashleigh!
- **Motion to approve the resignation of Ashleigh Beblavy: Charm Foster, Second: Jillian Sandy. Passes unanimously.**

APPOINTMENTS:

- **None**

NEW BUSINESS

- Carnegie Foundation funding
 - Every Carnegie Library that has continued to honor the Carnegie legacy is getting \$10K for the 250th anniversary of the U.S. Including us! 🚂
 - **Motion to accept the Carnegie funding: Al Buyck, Second: Tom Jahn. Passes unanimously.**
- 4CLS Contracts
 - **Motion to approve the 4CLS purchasing agreement: Olivia Shimkus, Second: Charm Foster. Passes unanimously.**

OLD BUSINESS

- Budget Updates
 - October Financials
 - Going to be under budget on salaries
 - Significantly over on electronic materials budget, as predicted
 - 2025 austerity
 - Changes made to hoopla seem to have made a significant decrease in electronic materials budget, as hoped 🎧
 - 2026 revisions
 - \$10K from Carnegie will be applied
 - **Motion to approve the 2026 budget revisions: Jillian Sandy; second: Charm Foster. Passes unanimously.**
- Policies – for approval
 - Exhibits
 - **Motion to approve the new Exhibits policy: Sarah Glose; second: Jillian Sandy. Passes unanimously.**
- Construction/projects
 - Door/ramp from children's area to garden, bathrooms renovations, and front door security projects are out to bid! Woo hoo! Estimated to begin in February - April. 🚧
 - Research is moving forward with options for returning the solar panels to the roof and working order.

EXECUTIVE SESSION

- **Motion to move to Executive Session for personnel matter: Al Buyck, second Sarah Glose. 5:58pm.**
- **Motion to close Executive Session: Katie Bowers, second Charm Foster. 6:01pm.**

REPORTS

- Director's Report
 - Sharon Bryant is approved and official!
 - Murder Mystery at the Library/25th Anniversary is this weekend!
- October Staff Reports
 - NYLA Conference was this weekend! Kathleen and Michelle attended.
- Committee Reports
 - Executive Committee
 - Strategic Planning
 - Finance
 - Nominating
 - Personnel
 - Marketing
 - DEI

- Policy
 - Ad Hoc
- Friends
 - Will have new president in January

Motion to adjourn: Al Buyck, Second Charm Foster. Passes unanimously at 6:02pm.

[illegible]

2026 Schedule of Meetings

January 8, 2026

February 12, 2026

March 12, 2026

April 9, 2026

May 14, 2026

June 11, 2026

July 9, 2026

August 13, 2026

September 10, 2026

October 8, 2026

November 12, 2026

December 10, 2026

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

2026 Holiday Closing Dates

CSEA Holidays - contractual		
January 1, 2026	Thursday	New Year's Day
February 16, 2026	Monday	Presidents' Day
May 25, 2026	Monday	Memorial Day
June 19, 2026	Friday	Juneteenth
July 4, 2026	Saturday	Independence Day
September 7, 2026	Monday	Labor Day
November 11, 2026	Wednesday	Veterans Day
November 26, 2026	Thursday	Thanksgiving Day
November 27, 2026	Friday	Day after Thanksgiving
December 25, 2026	Friday	Christmas Day
December 26, 2026	Saturday	Day After Christmas
January 1, 2027	Friday	New Year's Day 2026

ADMINISTRATION

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

Other

The library will close at 5:00pm on November 25th, and December 31st. All full-time staff are expected to work 7.5/8 hours on the day or use vacation, comp, or floating time.

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

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

The library will be closed to the public on Monday June 22, 2025 and Monday October 12, 2025 (Columbus/Indigenous Peoples' Day) for staff training. All staff are expected to report to work at 8:30am and will be paid for a full day of work, including any part-time staff who are able to attend.

The library will be closed to the public at 1:00pm on Friday December 18th for a staff holiday party. To receive pay for a full day, staff will be expected to stay for the full holiday party or use vacation, comp, or floating time.

ADELPHI UNIVERSITY

SCHOOL OF SOCIAL WORK

LIBRARY FIELD EDUCATION AFFILIATION AGREEMENT

AGREEMENT made this 8 day of December, 2025, between **ADELPHI UNIVERSITY on behalf of its SCHOOL OF SOCIAL WORK**, Garden City, New York (hereinafter referred to as "ADELPHI UNIVERSITY") and Broome County Public Library (hereinafter referred to as "FIELD AGENCY"), having an office at 185 Court Street Binghamton NY 13901 pursuant to which the parties agree to cooperate in providing field instruction internships in social work for students enrolled at ADELPHI UNIVERSITY. The experience will relate to the practice of social work and for the client population of the FIELD AGENCY.

TERM AND TERMINATION

(a) This Agreement shall commence January, 2026_ and the term shall be one academic year. Thereafter, this agreement shall automatically renew from year to year unless terminated at the end of any contract year, as set forth in paragraph "(b)" below.

(b) Either party may terminate this agreement on written notification which shall be made at least one semester prior to its scheduled termination date. For the purposes of this agreement the academic year begins on September 1st and ends August 31st.

A. ADELPHI UNIVERSITY AGREES:

1. To assume responsibility for planning, directing and implementing the educational program of the social work students, also assume responsibility for grading of students, the collection of tuition fees and the assignment of credit according to the established policies of the University.
2. The field instruction internship will be selected for the educational value to the students. Bachelor of Social Work - Undergraduate Juniors will be at the field agency 7.5 hours per week for a minimum of 113 hours per semester and 250 hours per academic year: 225 hours in site-based placement, 25 hours for professional development and social action. Bachelor of Social Work Undergraduate Seniors will be at the field agency 11 hours per week for a minimum of 163 hours per semester and 350 hours per academic school year: 325 hours in site-based placement; 25 hours for professional development and social action. Master of Social Work students will be at the field agency: 15 hours per week for a minimum of 225 hours per semester in site-based placement hours and 475 hours total for the academic year: 450 hours in site-based placement; 25 hours for professional development and social action. The University calendar will be observed.
3. To assign a Faculty Supervisor of Field Internship to each student who will: monitor the students' field instruction performance, serve as a liaison between School, Agency, Agency Field Instructor, and Student, and confer a grade in field instruction.
4. To submit to FIELD AGENCY a listing of participating students and factual data as supplied by the student prior to the first day of field instruction.
5. That participating students will be covered for professional liability through a group malpractice insurance policy.
6. To assume responsibility for orienting students to the School's expectations in field instruction settings.
7. Indemnify and hold harmless FIELD AGENCY, its officers, directors, employees and students, of all claims, demands, causes of action and judgements arising out of injuries, including death of persons or property resulting in connection with this agreement from the negligent acts

or omissions of ADELPHI employees, agents or students.

B. FIELD AGENCY AGREES TO:

8. Accept Adelphi University School of Social Work students for social work field instruction experiences.
9. Supply mutually agreed upon supervision.
10. Design assignments in cooperation with the School of Social Work in educational planning in order to provide the student with maximum learning opportunities for the development of social work skills and for professional growth.
11. Make available appropriate office space for students in order to implement the educational program for social work students.
12. Follow the University calendar as it relates to holidays and vacation periods.
13. Assume responsibility for orienting students to agency policies, procedures and expectations of students in field instruction.
14. Indemnify and hold harmless ADELPHI, its officers, directors, employees and students, of all claims, demands, causes of action and judgements arising out of injuries, including death of persons or property resulting in connection with this agreement from the negligent acts or omissions of FIELD AGENCY employees or agents.

C. BOTH PARTIES AGREE AS FOLLOWS:

15. The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that student permission must be obtained before releasing specific student data to anyone other than those associated with Adelphi University. Adelphi University agrees to provide guidance to the placement site with respect to complying with FERPA.
16. The parties agree to comply with all the federal, state, local and institutional laws, ordinances and rules applicable to Adelphi University, and specifically agree not to unlawfully discriminate against any individual on the basis of an individual's race, creed, color, national origin, ethnicity, sex, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or federal laws, and to comply with all anti-discriminatory laws and policies which Adelphi University promulgates and to which Adelphi University is subject.
17. To extent applicable, both parties shall comply with all relevant New York State and Federal confidentiality laws including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Where applicable, both parties shall provide staff, students and all interested personnel with training in the requirements of the privacy and security provisions of HIPAA and advise them of the importance of complying with all procedures relative to HIPAA.
18. Any notices required to be given under this Agreement shall be sent to the addresses listed in the first paragraph. If the notice is sent to ADELPHI UNIVERSITY, it shall be directed to the Vice President of Finance at One South Avenue, Levmore 201, Garden City, New York 11530. If sent to FACILITY, it shall be sent to the address noted and directed to the attention of the signatory.
19. Governing Law and Venue. This Agreement shall be governed by, interpreted, construed, and enforced under the laws of the State of New York, without regard to the principles of conflicts of laws. Any claims under this Agreement must be brought in a court of competent jurisdiction located within the State of New York or, at the University's sole discretion, may be referred to the American Arbitration Association for arbitration proceedings.

20. Electronic Signatures and Transmissions - This Agreement may be transmitted in electronic format and shall not be denied legal effect because it was formed or transmitted, in whole or in part, by electronic means. An electronic, digital or electronically transmitted signature (collectively, "Electronic Signature") will be deemed an acceptable original for purposes of consummating this Agreement and binding the party providing such Electronic Signature.
21. Entire Agreement - This constitutes the entire agreement between the parties with respect to the subject matter and no statement, promise, or inducement made by either party or agent of either party that is not contained in this written Agreement shall be valid or binding. This Agreement may not be enlarged, modified or altered except in writing signed by both parties and endorsed thereon. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the party who caused this Agreement to be drafted.






APPROVED FOR ADELPHI UNIVERSITY
Date:

By: _____
Michael Rhattigan
Vice President of Finance

APPROVED FOR FIELD AGENCY
Date:

By: _____
Name:
Title:

Cameras

	<p>AXIS P3265-LV</p> <p>Featuring Lightfinder 2.0, Forensic WDR, and OptimizedIR, AXIS P3265-LV delivers excellent image quality under any light conditions. Based on the latest Axis system-on-chip (SoC), it includes a deep learning processing unit enabling advanced features and powerful analytics based on deep learning on the edge. Thanks to AXIS Object Analytics, it offers detection and classification of humans, vehicles, and types of vehicles—all tailored to your specific needs. Featuring audio and I/O connectivity, you can integrate equipment and extend the value of your system. Furthermore, this robust, IK10-rated, camera includes built-in cybersecurity to help prevent unauthorized access and safeguard your system.</p> <div><div>HDTV 1080p</div><div>Zipstream, Lightfinder, Forensic WDR</div><div>Built-in IR</div><div>P-Iris</div></div>
	<p>2 × AXIS P3267-LV</p> <p>Featuring Lightfinder 2.0, Forensic WDR, and OptimizedIR, AXIS P3267-LV delivers excellent image quality under any light conditions. Based on the latest Axis system-on-chip (SoC), it includes a deep learning processing unit enabling advanced features and powerful analytics based on deep learning on the edge. Thanks to AXIS Object Analytics, it offers detection and classification of humans, vehicles, and types of vehicles—all tailored to your specific needs. Featuring audio and I/O connectivity, you can integrate equipment and extend the value of your system. Furthermore, this robust, IK10-rated camera includes built-in cybersecurity to help prevent unauthorized access and safeguard your system.</p> <div><div>5 megapixel</div><div>Zipstream, Lightfinder, Forensic WDR</div><div>Built-in IR</div><div>P-Iris</div></div>
	<p>AXIS P3747-PLVE</p> <p>AXIS P3747-PLVE offers four channels with 5 MP per channel at 20 fps. It includes 360° IR illumination with individually controllable LEDs and a removable IR cut filter. All four sensors are fully motorized and PTRZ functionality ensures ease of installation and configuration. Plus, presets make it easy to configure multiple devices. This discreet camera can be mounted on ceilings for complete 360° coverage. Or corner mounted for 270° coverage. It supports advanced analytics on the edge. Furthermore, Axis Edge Vault, a hardware-based cybersecurity platform, safeguards the device and offers FIPS 140-2 Level 2 certified secure key storage and operations.</p> <div><div>HDTV 4 x Quad HD / 5 megapixel</div><div>Zipstream, Lightfinder, Forensic WDR</div><div>Built-in IR</div><div>Outdoor ready</div></div>
	<p>2 × AXIS P3827-PVE</p> <p>With 7 MP resolution and seamless stitching of all four images, this multisensor camera offers complete coverage and excellent image quality with incredible details up to 30 fps. It delivers 180° horizontal and 90° vertical coverage with no blind spots. Plus, it's possible to mount two cameras back-to-back for a complete 360° overview. Including horizon straightening, this product will give an excellent viewing experience, enabling to set the horizon in the image. Built on ARTPEC-8, this cost-effective camera supports advanced analytics based on deep learning on the edge. Additionally, built-in cybersecurity features prevent unauthorized access and safeguard your system.</p> <div><div>6.9 megapixel</div><div>Zipstream, Lightfinder, Forensic WDR</div><div>Outdoor ready</div><div>Audio support</div></div>
	<p>AXIS P4707-PLVE</p> <p>This dual-sensor, multidirectional camera offers 2*5 MP at 30 fps. It features Lightfinder and Forensic WDR for sharp, clear images in challenging or poor light conditions. Built on ARTPEC-8, this high-performance camera includes a deep learning processing unit enabling improved processing and storage capabilities. It also allows you to collect and analyze even more data than before – on the edge. Plus, it delivers valuable metadata facilitating fast, easy, and efficient forensic search capabilities in live or recorded video. And, with flexible positioning of both varifocal camera heads plus, remote zoom and focus capabilities, it ensures fast and cost-effective installation.</p> <div><div>HDTV 2 x Quad HD / 5 megapixel</div><div>Zipstream, Lightfinder, Forensic WDR</div><div>Built-in IR</div><div>Outdoor ready</div></div>

Summary

Products	\$0
Total	\$0

Total: \$0.00

Prices shown in USD and excluding taxes
* See full sales quote for details



New camera

2 x AXIS P3827-PVE

Bandwidth	Storage	Power
4.94	266	40
Mbit/s	GB	W

Product highlights

- 7 MP multisensor camera with one IP address
- 180° horizontal, 90° vertical coverage
- Seamlessly stitched realistic images
- Support for advanced analytics
- Horizon straightening



New camera

1 x AXIS P3747-PLVE

Bandwidth	Storage	Power
6.77	373	27.5
Mbit/s	GB	W

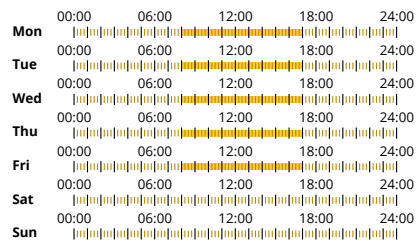
Product highlights

- 4x5 MP at 20 fps per channel
- Remote pan, tilt, roll, zoom (PTRZ)
- Support for powerful analytics
- 360° IR illumination with individually controlled LEDs
- Built-in cybersecurity with Axis Edge Vault

Motion triggered recording

Store video for 14 days

2592x1944 (15 fps)





New camera

2 x AXIS P3267-LV

Bandwidth	Storage	Power
12.6	448	21
Mbit/s	GB	W

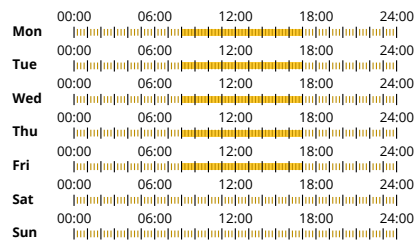
Product highlights

- Excellent image quality in 5 MP
- Lightfinder 2.0, Forensic WDR, and OptimizedIR
- Analytics with deep learning
- Audio and I/O connectivity
- Built-in cybersecurity features

Continuous recording

Store video for 14 days

2592x1944 (10 fps)





New camera

1 x AXIS P3265-LV

Bandwidth	Storage	Power
685	50.1	10
kbit/s	GB	W

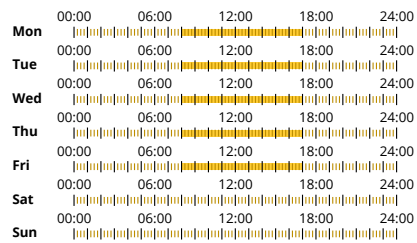
Product highlights

- Excellent image quality in 2 MP
- Lightfinder 2.0, Forensic WDR, OptimizedIR
- Analytics with deep learning
- Built-in cybersecurity features
- Audio and I/O connectivity

Continuous recording

Store video for 30 days

1920x1080 (15 fps)





New camera

1 x AXIS P4707-PLVE

Bandwidth

9.03

Mbit/s

Storage

651

GB

Power

19.5

W

Product highlights

- 2*5 MP, multidirectional camera, with one IP address
- Support for analytics with deep learning on both sensors
- 360° IR illumination
- 2.5x zoom
- Axis Lightfinder and Forensic WDR

Recording solution

System requirements

Channels	Bandwidth	Storage	Power
11	32.2 Mbit/s	1.79 TB	118 W

Recording solution specification

Channels	Bandwidth	Storage	Power
0	0.00 bit/s	0.00 TB	0.00 W

**Integrated Systems**

Phone: (585) 924-8670
Fax: (585) 924-8842
50 Victor Heights Parkway
Victor, NY 14564

Quote

No.: **11991**
Date: **4/23/2025**

Prepared for:
Sherry Kowalski (607) 778-3829
Broome County
60 Hawley Street
1st Floor
Binghamton, NY 13901 U.S.A.

Prepared by: Dave F. O'Hare
Account No.: 225
Phone: (607) 778-2200

Quantity	Item ID	Description	UOM	Sell	Total
Video Security Cameras Broome County Library - Integrated Systems Contract #CA-2362-4					
1.00	* Quoted Item	Exterior Camera P3267- LVE - View Main Entrance to Library	EA	\$939.06	\$939.06
1.00	* Quoted Item	Exterior AXIS Panoramic P3827-PVE Garden View 180	EA	\$1,503.06	\$1,503.06
1.00	* Quoted Item	Main Entrance People Counting Camera - P3265-LV Front Door Main Entrance	EA	\$630.50	\$630.50
1.00	* Quoted Item	AXIS People Counter - License - 1 License	EA	\$362.70	\$362.70
1.00	* Quoted Item	Computer Area- Axis 180 Camera on Pillar AXIS Panoramic P3827 -Lift required for installation	EA	\$1,503.06	\$1,503.06
1.00	* Quoted Item	Micro Film Area Axis P3267-LV	EA	\$786.50	\$786.50
1.00	* Quoted Item	Shipping and Recieving -Pine Street Corner of Building AXIS P3747-PLVE	EA	\$2,061.80	\$2,061.80
1.00	* Quoted Item	Childerns Library - (2) Lens Camera View Room 115 Both sides AXIS P4707-PLVE 5	EA	\$1,073.80	\$1,073.80
8.00	* Quoted Item	Hexagon Camera License -Qognify with 1 Yr SUP	EA	\$279.00	\$2,232.00
1.00	* Quoted Item	Cable Materials Allowance	EA	\$899.00	\$899.00
1.00	* Quoted Item	Lift for Camera and Cabling Interior	EA	\$1,200.00	\$1,200.00
1.00	* Labor - Infrastructure - Prevailing Wage	Labor - Infrastructure - Prevailing Wage	HR	\$15,900.00	\$15,900.00
1.00	* Quoted Item	Electronic configuration on the County video network per established standard for recording and retention. Security approval of vie	EA	\$1,320.00	\$1,320.00
1.00	* Quoted Item	Main Parking Lot Camera - No Network Connection - TBD	EA	\$0.00	\$0.00
				Your Price:	\$30,411.48
				Total:	\$30,411.48

Prices are firm until 11/21/2025

Terms: Upon Receipt

Quote

No.: **11991**

Date: 4/23/2025

Prepared by: Dave F. O'Hare, dave.ohare@integratednet.com
Integrated Systems

Date: 4/23/2025

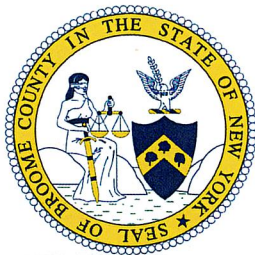
County to Provide Network Switch with POE ports available to support cameras
Integrated Systems to run cat 6 cable to each camera location and to nearest data closet. Install cameras Configure on
County Video Security Network

Confirming site visit needed before installation

Accepted by: _____ **Date:** _____

Statement of Activity by Class
Friends of the Broome County Public Library
January 1-December 10, 2025

Distribution account	25 Anniversary
<hr/>	
Income	
40000 Gifts & Donations	
40300 Restricted Donations	2,250.00
48000 Miscellaneous Income	3,702.00
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Total for Income	5,952.00
Expenses	
63300 Instructors & Performers	1,900.00
67800 Supplies	2,907.19
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Total for Expenses	4,807.19
	<hr/>
Income less expenses	1,144.81



County of Broome
DEPARTMENT OF PUBLIC WORKS
Edwin L. Crawford County Office Building
Government Plaza,
P. O. Box 1766, 60 Hawley Street
Binghamton, New York 13902-1766
(607)-778-2909 – FAX (607)-778-6051
If Emergency Call 911

PERMIT NUMBER: 1120xLB2501-152
EXPIRATION DATE: **November 20, 2026**

ISSUED DATE: November 20, 2025

This notice, must be permanently displayed on the property or premises to which it pertains, indicates that a

BUILDING PERMIT

Has been issued to: **Broome County Library**

Permitting: **Interior Improvements**

At: **185 Court Street, Binghamton, NY 13901**

All work that shall be executed in strict compliance with the permit application, approved plans, the Uniform Fire Prevention and Building Code, and all other laws, rules and regulations which apply. The building permit does not constitute authority to build in violation of any federal, state or local law or other rule or regulation.

SPECIAL NOTES:

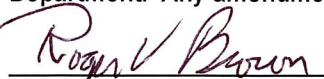
Inspections and Testing required if checked below. All violations will be prosecuted to the extent of the law.
Do not proceed beyond these points until countersigned by the inspector below:

REQUIRED INSPECTION	INSPECTION SCHEDULE (Contractor will request inspection for all items Checked)	INSPECTORS INITIALS
X	Demolition	
X	Soil Compaction	
X	Fire Inspection	
X	Structural Framing	
X	Rough-In Electric*	
X	Final Electric*	
X	Rough-In Plumbing	
X	Final Plumbing	
X	Rough-In HVAC	
X	Final HVAC	
X	Smoke Detection System	
X	Accessibility ADA	
X	Final Inspection	

Additional Requirements:

- Rough-In and Final Electric Inspections shall be completed by an approved 3rd party electrical inspector.
- Special inspections shall be completed by an approved special inspector or special inspection firm prior to code related inspections and acceptance. Broome County DPW and Hulbert Engineering and Land Surveying, DPC shall receive soft copies of all special and third party inspections.
- The registered design professional in responsible charge shall be responsible for reviewing, coordinating, and transmitting submittal documents prepared by others for code review, including phased and deferred submittals and delegated design scopes.
- If the disturbed project area exceeds 1.0 acres a SWPPP will be required to be completed and submitted for review.
- All changes to the approved plans and specifications are required to be submitted for review and approval for compliance with the Uniform Code and Energy Code.

Permission is hereby granted to proceed with the work as set forth in the specifications, plans or statements now on file in this Department. Any amendments made to the original statements, plans and specifications must first be submitted for approval.



Issuing Officer Signature

PERMIT NUMBER: 1120xLB2501-152



State of New York County of Broome Government Offices

Department of Public Works

Jason T. Garnar, County Executive · Roger V. Brown, P.E., Commissioner

November 20, 2025

Broome County Library
185 Courth Street
Binghamton, NY 13901

Attn: Mr. Josias Bartram, Library Director

Re: Construction of:
Interior Improvements
185 Court Street
Binghamton, NY 13901
Permit No.: 1120xLB2501-152
Date of Issuance: 11/20/2025
Date of Expiration: 11/20/2026

Dear Mr. Bartram,

As recommended by Hulbert Engineering and Land Surveying, PC, Broome County's review agent, your application for a building permit has been approved and is transmitted herewith subject to the following conditions. This permit has been issued to your department permitting the construction at Broome County Library, Interior Improvements, Binghamton, State of New York. This permit is issued to your department with the understanding that the construction work shall be in conformance with accepted plans and review comments as compiled by the County's code review agent Hulbert Engineering and Land Surveying, DPC, Binghamton, New York.

This permit must be prominently displayed on the premises to which it pertains and is valid for one (1) year from the date of issuance, expiring on 11/20/2026.

You are to notify Broome County, Department of Public Works, Engineering Division and its agent Hulbert Engineering and Land Surveying, PC, of work under this permit and prior to the start of the following construction stages in order to schedule required inspections.

Required Inspection	Inspection Schedule	Required Inspection	Inspection Schedule
X	Demolition	X	Soil Compaction
X	Fire Inspection	X	Structural Framing
X	Rough-In Electric*	X	Final Electric*
X	Rough-In Plumbing	X	Final Plumbing
X	Rough-In HVAC	X	Final HVAC
X	Smoke Detection System	X	Accessibility ADA
X	Final Inspection		

- Rough-In and Final Electric Inspections shall be completed by an approved 3rd party electrical inspector or an approved 3rd party electrical inspection agency.
- If the disturbed project area exceeds 1.0 acres a SWPPP will be required to be completed and submitted for review.
- Special inspections shall be completed by an approved special inspector or special inspection firm prior to code related inspections and acceptance. Broome County DPW and Hulbert

Engineering and Land Surveying, DPC shall receive soft copies of all special and third party inspections.

- The registered design professional in responsible charge shall be responsible for reviewing, coordinating, and transmitting submittal documents prepared by others for code review, including phased and deferred submittals and delegated design scopes.
- All changes to the approved plans and specifications are required to be submitted for review and approval for compliance with the Uniform Code and Energy Code.

It is also required that timely notice be given to Broome County Department of Public Works, Engineering Division and its agent Hulbert Engineering and Land Surveying PC of the readiness of construction for all tests which the Uniform Code requires for inspection and approval. Copies of all tests and their certification of approval are required to be submitted to Broome County, Department of Public Works, Engineering Division and its agent Hulbert Engineering and Land Surveying, PC prior to final inspection. In addition, three (3) copies of all proposed Change Order work must be forwarded for review and approval prior to proceeding with the intended work. All inspections must be scheduled a minimum of seventy-two (72) hours in advance with Hulbert Engineering and Land Surveying, DPC as listed below.

Your contact person at Broome County Department of Public Works, Engineering Division, is Mr. Scott Mastin, P.E., Engineer III, who can be reached at:

Broome County
Department of Public Works
Engineering Division
Edwin L. Crawford County Office Building
P. O. Box 1766,
Binghamton, New York 13902-1766
Voice (607)-778-6126, Fax (607)-778-6051, E-Mail: Scott.Mastin@Broomecountyny.gov

Your contact person at Hulbert Engineering and Land Surveying, DPC, is Mr. Gene Hulbert Jr., P.E., NYSCEO who can be reached at:

Hulbert Engineering and Land Surveying, DPC
33 Lewis Road
Binghamton, NY 13905
Voice (607)-723-0799, Fax (607)-723-0337

NOTE: You should contact the local clerk for this jurisdiction to determine if there are other laws or licenses applicable to this project.

Please refer to the permit number above in all correspondence. Lost or destroyed permits will be replaced on written request only.

Sincerely,



Roger V. Brown, P.E.
Commissioner of Public Works
Codes Official

RVB:srm

Encls: Original of Permit No. 1120xLB2501-152

C: Scott Mastin, PE, Broome County DPW Engineering
Gene Hulbert Jr., PE, NYSCEO, President Hulbert Engineering and Land Surveying, PC
Jack Ellis, Fire Investigator, Broome County Office of Emergency Services
Thomas Dellapenna, Broome County Office of Risk and Insurance Management

