

## AGREEMENT TO PURCHASE MATERIALS

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

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

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

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

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

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

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

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

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

This agreement is effective April 1, 2022 and will extend until March 31, 2023.

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Board President  
Broome County Public Library

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Alaina Rullo, Board President  
Four County Library System

# BROOME COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES CHRONOLOGY

| YEAR | BINGHAMTON       | COUNTY         | COUNTY        | COUNTY          | BINGHAMTON          | JOHNSON       | BINGHAMTON      | COUNTY           | COUNTY         | VESTAL   | ENDICOTT |
|------|------------------|----------------|---------------|-----------------|---------------------|---------------|-----------------|------------------|----------------|----------|----------|
|      |                  |                |               |                 |                     | City          |                 |                  |                |          |          |
|      | 1                | 2              | 3             | 4               | 5                   | 6             | 7               | 8                | 9              | 10       | 11       |
| 1984 | Brewster         | Scott          | Lee           | McDonald        | Doyle               | Knack         | Young           | Cook             | Huber          | Leamer   | Thomas   |
| 1985 | Brewster         | Scott          | Lee/Olmstead  | McDonald        | Doyle               | Knack         | Young           | Cook             | Huber          | Leamer   | Thomas   |
| 1986 | Schiff           | Scott          | Olmstead      | McDonald        | Doyle               | Knack         | Young           | Cook             | Huber          | Leamer   | Delaney  |
| 1987 | Schiff           | Scott          | Olmstead      | McDonald        | Doyle               | Knack         | Young           | Black            | Huber/Fenton   | Leamer   | Delaney  |
| 1988 | Schiff           | Scott          | Olmstead      | McDonald        | Doyle               | Knack         | Young           | Black            | Fenton         | Leamer   | Delaney  |
| 1989 | Schiff           | Scott          | Olmstead      | McDonald        | Wetzel              | Knack         | Denniston       | Black            | Fenton         | Leamer   | Delaney  |
| 1990 | Schiff           | Scott          | Olmstead      | McDonald        | Wetzel              | Knack         | Denniston       | Black            | Fenton         | Leamer   | Delaney  |
| 1991 | Schiff           | Scott          | Olmstead      | Olson           | Wetzel              | Knack         | Denniston       | Black            | Fenton/vacant  | Andrejko | Delaney  |
| 1992 | Schiff           | Scott          | Olmstead      | Randall/vacant  | Wetzel              | Knack         | Denniston       | Black            | Armading       | Andrejko | Delaney  |
| 1993 | Schiff           | Scott          | Olmstead      | Leonard         | Wetzel              | Golazeski     | Denniston       | Black            | vacant/Waldron | Andrejko | Delaney  |
| 1994 | Schiff           | Scott          | Olmstead      | Leonard         | Wetzel              | Golazeski     | Denniston       | Black            | Waldron        | Diamond  | Nestor   |
| 1995 | Schiff           | Scott          | Olmstead      | Leonard         | Wetzel              | Golazeski     | Denniston       | Black            | Waldron        | Peckham  | Nestor   |
| 1996 | Lake             | Scott/Rantanen | Lacey         | Leonard         | Wetzel              | Golazeski     | Denniston       | Black            | Waldron        | Peckham  | Nestor   |
| 1997 | Lake             | Rantanen       | Lacey         | Leonard         | Wetzel/Purtell      | Golazeski     | Denniston       | Black            | Waldron        | Peckham  | Nestor   |
| 1998 | Lake             | Rantanen       | Lacey         | Leonard         | Purtell             | Golazeski     | Kilcy           | Shafer           | Waldron        | Peckham  | Nestor   |
| 1999 | Lake             | Rantanen       | Lacey         | Leonard/vacant  | Purtell/Chivers/Vac | Golazeski     | Kilcy/Vacant    | Shafer           | Waldron        | Peckham  | Nestor   |
| 2000 | Cerretani        | Sweeney        | Lacey         | Lutovsky/Vacant | Strano              | Golazeski     | Bolles          | Shafer           | Waldron        | Peckham  | Nestor   |
| 2001 | Cerretani        | Sweeney        | Lacey/Vacant  | Sinnott/vacant  | Strano              | Golazeski/Vac | Bolles          | Shafer           | Waldron        | Peckham  | Nestor   |
| 2002 | Cerretani/Vacant | Sweeney        | Foldes        | Carson          | Strano              | Vacant        | Bolles          | Shafer           | Waldron        | Peckham  | Nestor   |
| 2003 | Vacant           | Sweeney        | Foldes        | Carson/Vacant   | Strano              | Vacant        | Bolles          | Schafer          | Waldron        | Peckham  | Nestor   |
| 2004 | Cronk            | Sweeney        | Foldes        | Gregory         | Strano              | Crossett      | Bolles          | Schafer          | Gray           | Kipp     | Specioso |
| 2005 | Cronk            | Sweeney        | Foldes/vacant | Hartung         | Strano              | Crossett      | Bolles          | Bendz/vacant     | Gray           | Kipp     | vacant   |
| 2006 | Cronk/vacant     | Sweeney        | Burns         | Hartung/Coffey  | Strano              | Crossett/vac  | Bolles          | Williams         | Gray           | Kipp     | Thompson |
| 2007 | Barnes           | Sweeney        | Burns         | Coffey          | Levy                | Ebert         | Bolles          | Williams         | Gray           | Kipp     | Thompson |
| 2008 | Barnes           | Sweeney        | Burns         | Coffey          | Levy                | Ebert         | Bolles          | Williams         | Gray           | Kipp     | Thompson |
| 2009 | Barnes           | Sweeney        | Burns         | Coffey          | Levy                | Ebert         | Bolles          | Williams/Legette | Gray           | Kipp     | Thompson |
| 2010 | Barnes           | Quidort        | Burns         | Coffey          | Levy                | Ebert         | Bolles/Archie   | Legette/Meador   | Gray           | Kipp     | Thompson |
| 2011 | Barnes           | Quidort        | Stapleton     | Coffey          | Levy                | Ebert         | Archie/Williams | Meador           | Gray           | Kipp     | Thompson |
| 2012 | Barnes           | Quidort        | Stapleton     | Coffey          | Shiel               | Ebert         | Williams        | Meador           | Gray           | Kipp     | Thompson |





FOR SOUTH CENTRAL NEW YORK  
520 Columbia Drive, Suite 100  
Johnson City, NY 13790

Date Received \_\_\_\_\_  
Date Approved \_\_\_\_\_  
By Whom 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Date Check(s) Sent \_\_\_\_\_

## DISTRIBUTION SUGGESTION FORM FOR DESIGNATED FUNDS

I (we) suggest the Community Foundation review and approve the following distribution(s) from:

Fund Name: Broome County Public Library Development Fund

### Office Use Only

Name: The Friends of the Broome County Public Library Amount: \$7,100

Address: 185 Court Street, Binghamton, NY 13901

Purpose: Logo design and branding in two phases. Invoice and proposal attached.

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### Fund Status

Fund Balance:

Name The Friends of the Broome County Public Library Amount: \$4,957.99

Address: 185 Court Street, Binghamton, NY 13901

Purpose: A/V equipment for Decker Room. Friends will contribute balance.

Available Amount:

Date \_\_\_\_\_ Int \_\_\_\_\_

Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

I understand that the final determination rests in the hands of the Community Foundation whose charge it is to see that all distributions are within the purposes of the Community Foundation for South Central New York. *By signing this, I attest that none of the above recommendations are in payment of a personal pledge, that I have received no benefit from the recipients of these grants and that none of these grants will be made to individuals.*

Signatures: *John H. Harrison*

*President, Board of Trustees*

Date: *2/4/2022*



**Prepared by:**  
**LIBRARYMARKET**

PO Box 17332  
Jonesboro, AR 72403  
(888) 234-3805  
info@librarymarket.com

# Proposal

## Retainer Hours

**Prepared for:**

Broome County Public Library  
185 Court St.  
Binghamton, NY 13901

**Created:**

January 20, 2022  
*Estimate valid for 90 days.*

# Library**Retainer**



## **Retainer Hours**

Retainer hours are available to Library Market clients in 24 hour blocks. Retainer hours can be used for change requests, custom design work, or custom development. Any retainer hours purchased must be used within twelve months from date of purchase.

# ACCEPTANCE

**Checks payable to:**

LibraryMarket

**Proposal Date:**

January 20, 2022

**Address:**

PO Box 17332  
Jonesboro, AR 72403

| Job Descriptions      | Total          |
|-----------------------|----------------|
| • Retainer - 24 hours | \$3,600.00     |
| <b>Total Cost</b>     | <b>\$3,600</b> |

**Payment Terms**

- Retainer fees due upon signing

JOANNE HANRAHAN President, Board of Trustees  
Client Name Position

Joanne Hanrahan  
Signature of Approval

2/4/2022  
Date

Ben Bizzle  
Ben Bizzle | CEO

January 20, 2022  
Date



**Library Market**  
PO Box 17332  
Jonesboro, AR 72403 US  
(888)234-3805  
support@librarymarket.com  
<http://www.librarymarket.com>



# INVOICE

**BILL TO**

Broome County Public Library  
185 Court Street  
Binghamton, NY 13901  
United States

**INVOICE #** 1940**DATE** 09/20/2021**DUE DATE** 10/20/2021**TERMS** Net 30

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| DESCRIPTION   | QTY | AMOUNT    |
|---|-----|-----------|
| LibraryBrand:Logo Redesign                            | 1   | 5,500.00  |
| LibraryBrand:Logo Redesign<br>LibraryWebsite Discount | 1   | -2,000.00 |

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Make checks payable to:  
Library Market

**BALANCE DUE****\$3,500.00**

Thank you for your business!

# ACCEPTANCE

**Checks payable to:**

LibraryMarket

**Proposal Date:**

August 6, 2021

**Address:**

PO Box 17332  
Jonesboro, AR 72403

| Job Descriptions                             | Total          |
|--|----------------|
| • LibraryLogo                                | \$5,500        |
| • LibraryLogo (Website Combination Discount) | -\$2,000       |
| <b>Total Cost</b>                            | <b>\$3,500</b> |

**Payment Terms**

- Services: 100% due upon signing

Broom County Public Library Board President

Client Name

Position

Jedre Homrigh

Signature of Approval

9/17/2021

Date

Ben Bizzle

Ben Bizzle | CEO

August 6, 2021

Date



**PRESENTATION CONCEPTS CORPORATION**  
Audiovisual - Performance Audio - Commercial Sound Systems  
Servicing all of Upstate NY

## Sales Quote

Presentation Concepts Corporation  
6517 Basile Rowe  
East Syracuse, NY 13057

Fed ID #: 16-1535373  
Sales Person: Samantha Haun  
Phone: (315) 437-1314 ext.120  
Fax: (315) 437-0110  
Email: [Shaun@pccav.com](mailto:Shaun@pccav.com)

### Community Room Projector Replacement

Today's Date: December 16, 2021  
Expiration Date: \*See Details Below

Quote Number: 121321SH-1  
Customer: Broome County Public Library  
ATTN: Jennifer Keysor  
Phone: (607) 778-6409  
Email: [jennifer.keysor@broomecounty.us](mailto:jennifer.keysor@broomecounty.us)

| SALESPERSON  | SITE SURVEY REP | PROJECT  | PAYMENT TERMS* | SHIPPING TERMS | DELIVERY DATE                     |
|--|-----------------|--|----------------|----------------|-----------------------------------|
| Samantha Haun  | T. Hayes        | Community Room Projector Replacement   | Net30          | Plus Freight   | 8-10 Weeks After Receipt of Order |
| * 1.5% Monthly finance charge applies to delinquent accounts |                 |  |                |                |                                   |
| QTY  | PART #          | DESCRIPTION  | UNIT PRICE     | LINE TOTAL     |                                   |
| 1  | PCC-PRES        | Presentation System: (1) 6,500 Lumen WUXGA Laser Projector, Lens Included and (1) 72.5"x116" Wall Mounted Motorized Projection Screen, Matte White, with LVC | \$ 5,923.00    | \$ 5,923.00    |                                   |
|  |                 |  |                |                |                                   |
|  |                 | *Panasonic NYS Contract #PC67447   |                |                |                                   |
|  |                 |  |                |                |                                   |
| 1  | PCC-CABL        | Cabling and Hardware   | \$ 95.00       | \$ 95.00       |                                   |
|  |                 |  |                |                |                                   |

\*Special Notice: PCC will make its best effort to ensure pricing on this quote is good for 30 days. However, due to global supply chain disruptions and component shortages; pricing from select manufacturers and distributors are subject to price increase without notice. Prior to accepting this quotation, or submitting your purchase order, please contact your PCC Sales Representative or PCC Sales Department to verify all pricing on this quote is still valid. To accept this quotation, please fax a signed copy of this quote or a purchase order referencing PCC's quote number, Bid or Contract to the attention of your Sales Rep or PCC's sales department at (315) 437-0110.

\*You can finance this purchase under PCC's AV Finance Program which includes all equipment, installation, programming, maintenance and support.

\*Pending customer credit approval.  
\*36 Month Term: Available Upon Request  
\*60 Month Term: Available Upon Request

|                               |             |
|-------------------------------|-------------|
| Equipment Sub Total:          | \$ 6,018.00 |
| Installation:                 | \$ 2,100.00 |
| Programming:                  | \$ -        |
| Additional System Components: | \$ -        |
| No PAM Service Plan Included: | \$ -        |
| Shipping:                     | \$ 160.00   |
| Plus Tax Where Applicable:    | \$ -        |
| Total:                        | \$ 8,278.00 |

Authorized Signature: \_\_\_\_\_

#### Please Note:

Payment Terms are Net 30 with 30% Down, Balance of equipment invoiced upon receipt of components, Final Balance invoiced upon substantial completion.

Payments made beyond 30 days are subject to a finance charge of 1.5% per month.

Special shipping requirements must be clearly stated on all PO's. (i.e. inside delivery, lift gate, etc.) additional fees may apply

A Re-stocking fee will apply to any returned equipment. Not all equipment is returnable. RMA required on all returns.

For sales over \$50,000, payment terms must be negotiated in advance to acceptance of purchase order

If this quote is being signed and returned in place of a Purchase Order being sent, please complete the following Bill To and Ship To addresses:

Bill To:

Ship To (If Different):

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|   |            |                      |                        |
|---|------------|----------------------|------------------------|
| <b>BROOME COUNTY PUBLIC LIBRARY</b><br><br><b>POLICY &amp; PROCEDURE</b><br><br><b>MANUAL</b> | SECTION    | Trustees/County/City | POLICY # <b>0025-0</b> |
|   | EFFECTIVE  | PAGE 1 OF 2          |                        |
|   | SOURCE     | Not Applicable       |                        |
|   | SUPERCEDES | January 21, 2021     |                        |

| <b>BCPL BOARD OF TRUSTEES - OFFICE HELD – TERM</b>  |                |            |
|---|----------------|------------|
| JoAnne Hanrahan<br>25 Linden Av.<br>Binghamton, NY 13901<br><a href="mailto:joanne.hanrahan25@gmail.com">joanne.hanrahan25@gmail.com</a><br>607-723-0962            | President      | 12/31/2022 |
| Peter DeWind<br>316 Magnolia Dr.<br>Vestal, NY 13850<br><a href="mailto:peterjd@stny.rr.com">peterjd@stny.rr.com</a><br>607-765-7843                                | Vice President | 12/31/2023 |
| Jeffrey D. Boisvert<br>77 Park Ave. #1<br>Binghamton, NY 13903<br><a href="mailto:jdb10585@hotmail.com">jdb10585@hotmail.com</a><br>607-710-3474                    | Secretary      | 12/31/2024 |
| Kate Miller-Corcoran<br>11 Stanford Pl.<br>Binghamton, NY 13905<br><a href="mailto:Kate.MillerCorcoran@gmail.com">Kate.MillerCorcoran@gmail.com</a><br>607-240-7317 | Treasurer      | 12/31/2024 |
| Emily Backus<br>26 McNamara Ave.<br>Binghamton, NY 13903<br><a href="mailto:E.S.Backus@gmail.com">E.S.Backus@gmail.com</a><br>607-372-3618                          |                | 12/31/2022 |
| Katie Bowers<br>71 Mill Street<br>Binghamton, NY 13903<br><a href="mailto:katiebwrs@gmail.com">katiebwrs@gmail.com</a><br>607-759-8900                              |                | 12/31/2025 |
| Jennifer Embree<br>725 Prescott Ave<br>Endicott NY 13760<br><a href="mailto:jembree@binghamton.edu">jembree@binghamton.edu</a><br>607-777-4911                      |                | 12/31/2024 |

|   |            |                      |                        |
|---|------------|----------------------|------------------------|
| <p>BROOME COUNTY PUBLIC LIBRARY</p> <p><b>POLICY &amp; PROCEDURE</b></p> <p><b>MANUAL</b></p> | SECTION    | Trustees/County/City | POLICY # <b>0025-0</b> |
|   | EFFECTIVE  | PAGE 2 OF 2          |                        |
|   | SOURCE     | Not Applicable       |                        |
|   | SUPERCEDES | January 21, 2021     |                        |

| <b>BCPL BOARD OF TRUSTEES - OFFICE HELD – TERM</b>   |            |
|--|------------|
| <p>Charmian Foster<br/>67 Orchard Ave<br/>Johnson City, NY 13790<br/><a href="mailto:cfoster15@stny.rr.com">cfoster15@stny.rr.com</a><br/>508-361-6510</p>                           | 12/31/2026 |
| <p>Sarah Glose<br/>41 Davis Street,<br/>Binghamton, NY 13905<br/><a href="mailto:sglose@gmail.com">sglose@gmail.com</a><br/>315-877-6836</p>   | 12/31/2026 |
| <p>Jill Kissick-Castro<br/>10 St. John Ave.<br/>Binghamton, NY 13905<br/><a href="mailto:jkcastro2012@gmail.com">jkcastro2012@gmail.com</a><br/>504-330-2786</p>                     | 12/31/2025 |
| <p>Sara Tarricone<br/>2512 Rhonda Dr.<br/>Vestal, NY 13850<br/><a href="mailto:SPTarricone@gmail.com">SPTarricone@gmail.com</a><br/>860-882-2665</p>                                 | 12/31/2023 |
| <b>EX OFFICIO'S</b>  |            |
| <p>Colleen Wagner<br/>Deputy County Executive<br/><a href="mailto:colleen.wagner@broomecounty.us">colleen.wagner@broomecounty.us</a></p>   |            |
| <p>Karry Mullins<br/>Binghamton City Schools<br/><a href="mailto:mullinsk@binghamtonschoools.org">mullinsk@binghamtonschoools.org</a></p>  |            |
| <p>Megan Heiman<br/>Deputy Mayor<br/><a href="mailto:mjheiman@cityofbinghamton.com">mjheiman@cityofbinghamton.com</a></p>  |            |
| <p>Al Buyck<br/>Superintendent<br/>Broome - Delaware - Tioga BOCES<br/>435 Glenwood Road<br/>Binghamton, NY 13905<br/><a href="mailto:abuyck@btboces.org">abuyck@btboces.org</a></p> |            |



|   |            |                              |                        |        |
|---|------------|------------------------------|------------------------|--------|
| <b>BROOME COUNTY PUBLIC LIBRARY</b><br><br><b>POLICY &amp; PROCEDURE</b><br><br><b>MANUAL</b> | SECTION    | Trustees/County City         | POLICY # <b>0100-0</b> |        |
|   | EFFECTIVE  | Jan 1, 2022                  | PAGE                   | 1 OF 1 |
|   | SOURCE     | BCPL Board of Trustees       |                        |        |
|   | SUPERCEDES | 2021 Scheduled Meeting Dates |                        |        |

## BROOME COUNTY PUBLIC LIBRARY

### BOARD OF TRUSTEES

### 2022 SCHEDULE OF MEETINGS

JANUARY 13, 2022

FEBRUARY 10, 2022

MARCH 10, 2022

APRIL 14, 2022

MAY 12, 2022

JUNE 9, 2022

JULY 14, 2022

AUGUST 11, 2022

SEPTEMBER 8, 2022

OCTOBER 13, 2022

NOVEMBER 10, 2022

DECEMBER 8, 2022

Unless otherwise notified, all meetings will be held the second Thursday of each month at 5:30 p.m. Meeting will be held remotely on Zoom while allowed under the Open Meeting Law, and in the Library thereafter. All meetings are open to the public and the zoom link for remote meetings is available upon request.

|   |           |                        |             |
|---|-----------|------------------------|-------------|
| <b>Broome County Public Library</b><br><br><b>POLICY &amp; PROCEDURE</b><br><br><b>MANUAL</b> | SECTION   | Public Services        | POLICY #    |
|   |           |                        | 3104-0      |
|   | EFFECTIVE | January 1, 2022        | PAGE 1 of 1 |
|   | SOURCE    | BCPL Board of Trustees |             |
|   | SUPERCEDE | May 5, 2016            |             |

## LIBRARY CHARGES

**Overdues Fees (Four County materials)** – The Broome County Public Library recognizes that overdue fines present an unnecessary barrier to accessing our collections and services and are not based on recovering any cost to the Library. Therefore, we are eliminating all overdue fees on materials owned by any library in the Four County Library System that are checked out at BCPL.

**Overdue Fees (Interlibrary Loans)** – Overdue fees will still be charged on items borrowed from outside of the Four County Library System through interlibrary loans (ILL). This is necessary in order to recover fees that are charged to BCPL by the lending institution. The fee for these materials is 50 cents per day and there is no maximum fee.

**Lost Materials** – BCPL will continue to charge replacement fees for lost materials in order to recover the actual cost to the Library. Replacement fees will not exceed the list price of the lost item plus a \$10 referral fee if the bill goes to collection. Lost items can be returned in lieu of *paying for replacement, but referral fees will remain in order to recover fees that are charged to BCPL by the collection agency.*

**Damaged Materials** – The fee for returning damaged materials varies based on the extent of repairs needed for recirculation but won't exceed the fee for lost materials.

|                           |              |
|---------------------------|--------------|
| <b>Lost Card</b>          | \$ 1.50      |
| <b>Collection Fees</b>    | \$ 10.00     |
| <b>Returned Check Fee</b> | \$ 20.00     |
| <b>Photocopies</b>        | \$ .25/copy  |
| <b>Microfilm Prints</b>   | \$ .25/copy  |
| <b>Computer Prints</b>    |              |
| Black & white             | \$ .15/sheet |
| Color                     | \$ .50/sheet |
| <b>Fax</b>                |              |
| First page                | \$2.00       |
| Additional pages          | \$1.00 each  |
| <b>ILL fee</b>            | \$ 5.00      |

Circulation privileges and internet access will be denied to patrons whose outstanding fines and fees exceed \$ 5.00.



|   |            |                      |                        |
|---|------------|----------------------|------------------------|
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|   | EFFECTIVE  | PAGE 1 OF 2          |                        |
|   | SOURCE     | Not Applicable       |                        |
|   | SUPERCEDES | January 21, 2021     |                        |

## BCPL BOARD OF TRUSTEES - OFFICE HELD – TERM

JoAnne Hanrahan President 12/31/2022  
 25 Linden Av.  
 Binghamton, NY 13901  
[joanne.hanrahan25@gmail.com](mailto:joanne.hanrahan25@gmail.com)  
 607-723-0962

Peter DeWind Vice President 12/31/2023  
 316 Magnolia Dr.  
 Vestal, NY 13850  
[peterjd@stny.rr.com](mailto:peterjd@stny.rr.com)  
 607-765-7843

Jeffrey D. Boisvert Secretary 12/31/2024  
 77 Park Ave. #1  
 Binghamton, NY 13903  
[jdb10585@hotmail.com](mailto:jdb10585@hotmail.com)  
 607-710-3474

Kate Miller-Corcoran Treasurer 12/31/2024  
 11 Stanford Pl.  
 Binghamton, NY 13905  
[Kate.MillerCorcoran@gmail.com](mailto:Kate.MillerCorcoran@gmail.com)  
 607-240-7317

Emily Backus 12/31/2022  
 26 McNamara Ave.  
 Binghamton, NY 13903  
[E.S.Backus@gmail.com](mailto:E.S.Backus@gmail.com)  
 607-372-3618

Katie Bowers 12/31/2025  
 71 Mill Street  
 Binghamton, NY 13903  
[katiebwrs@gmail.com](mailto:katiebwrs@gmail.com)  
 607-759-8900

Jennifer Embree 12/31/2024  
 725 Prescott Ave  
 Endicott NY 13760  
[jembree@binghamton.edu](mailto:jembree@binghamton.edu)  
 607-777-4911

|   |            |                      |                        |
|---|------------|----------------------|------------------------|
| <b>BROOME COUNTY PUBLIC LIBRARY</b><br><br><b>POLICY &amp; PROCEDURE</b><br><br><b>MANUAL</b> | SECTION    | Trustees/County/City | POLICY # <b>0025-0</b> |
|   | EFFECTIVE  | PAGE 2 OF 2          |                        |
|   | SOURCE     | Not Applicable       |                        |
|   | SUPERCEDES | January 21, 2021     |                        |

| <b>BCPL BOARD OF TRUSTEES - OFFICE HELD – TERM</b>   |            |
|--|------------|
| Charmian Foster<br>67 Orchard Ave<br>Johnson City, NY 13790<br><a href="mailto:cfoster15@stny.rr.com">cfoster15@stny.rr.com</a><br>508-361-6510                          | 12/31/2026 |
| Sarah Glose<br>41 Davis Street,<br>Binghamton, NY 13905<br><a href="mailto:sglose@gmail.com">sglose@gmail.com</a><br>315-877-6836  | 12/31/2026 |
| Jill Kissick-Castro<br>10 St. John Ave.<br>Binghamton, NY 13905<br><a href="mailto:jkcastro2012@gmail.com">jkcastro2012@gmail.com</a><br>504-330-2786                    | 12/31/2025 |
| Sara Tarricone<br>2512 Rhonda Dr.<br>Vestal, NY 13850<br><a href="mailto:SPTarricone@gmail.com">SPTarricone@gmail.com</a><br>860-882-2665                                | 12/31/2023 |
| <b>EX OFFICIO'S</b>  |            |
| Colleen Wagner<br>Deputy County Executive<br><a href="mailto:colleen.wagner@broomecounty.us">colleen.wagner@broomecounty.us</a>  |            |
| Karry Mullins<br>Binghamton City Schools<br><a href="mailto:mullinsk@binghamtonschoools.org">mullinsk@binghamtonschoools.org</a>   |            |
| Megan Heiman<br>Deputy Mayor<br><a href="mailto:mjheiman@cityofbinghamton.com">mjheiman@cityofbinghamton.com</a>   |            |
| Al Buyck<br>Superintendent<br>Broome - Delaware - Tioga BOCES<br>435 Glenwood Road<br>Binghamton, NY 13905<br><a href="mailto:abuyck@btboces.org">abuyck@btboces.org</a> |            |

|   |            |                              |                        |        |
|---|------------|------------------------------|------------------------|--------|
| <b>BROOME COUNTY PUBLIC LIBRARY</b><br><br><b>POLICY &amp; PROCEDURE</b><br><br><b>MANUAL</b> | SECTION    | Trustees/County City         | POLICY # <b>0100-0</b> |        |
|   | EFFECTIVE  | Jan 1, 2022                  | PAGE                   | 1 OF 1 |
|   | SOURCE     | BCPL Board of Trustees       |                        |        |
|   | SUPERCEDES | 2021 Scheduled Meeting Dates |                        |        |

## BROOME COUNTY PUBLIC LIBRARY

### BOARD OF TRUSTEES

### 2022 SCHEDULE OF MEETINGS

JANUARY 13, 2022

FEBRUARY 10, 2022

MARCH 10, 2022

APRIL 14, 2022

MAY 12, 2022

JUNE 9, 2022

JULY 14, 2022

AUGUST 11, 2022

SEPTEMBER 8, 2022

OCTOBER 13, 2022

NOVEMBER 10, 2022

DECEMBER 8, 2022

Unless otherwise notified, all meetings will be held the second Thursday of each month at 5:30 p.m. Meeting will be held remotely on Zoom while allowed under the Open Meeting Law, and in the Library thereafter. All meetings are open to the public and the zoom link for remote meetings is available upon request.

|   |           |                        |             |
|---|-----------|------------------------|-------------|
| <b>Broome County Public Library</b><br><br><b>POLICY &amp; PROCEDURE</b><br><br><b>MANUAL</b> | SECTION   | Public Services        | POLICY #    |
|   |           |                        | 3104-0      |
|   | EFFECTIVE | January 1, 2022        | PAGE 1 of 1 |
|   | SOURCE    | BCPL Board of Trustees |             |
|   | SUPERCEDE | May 5, 2016            |             |

## LIBRARY CHARGES

**Overdues Fees (Four County materials)** – The Broome County Public Library recognizes that overdue fines present an unnecessary barrier to accessing our collections and services and are not based on recovering any cost to the Library. Therefore, we are eliminating all overdue fees on materials owned by any library in the Four County Library System that are checked out at BCPL.

**Overdue Fees (Interlibrary Loans)** – Overdue fees will still be charged on items borrowed from outside of the Four County Library System through interlibrary loans (ILL). This is necessary in order to recover fees that are charged to BCPL by the lending institution. The fee for these materials is 50 cents per day and there is no maximum fee.

**Lost Materials** – BCPL will continue to charge replacement fees for lost materials in order to recover the actual cost to the Library. Replacement fees will not exceed the list price of the lost item plus a \$10 referral fee if the bill goes to collection. Lost items can be returned in lieu of *paying for replacement, but referral fees will remain in order to recover fees that are charged to BCPL by the collection agency.*

**Damaged Materials** – The fee for returning damaged materials varies based on the extent of repairs needed for recirculation but won't exceed the fee for lost materials.

|                           |              |
|---------------------------|--------------|
| <b>Lost Card</b>          | \$ 1.50      |
| <b>Collection Fees</b>    | \$ 10.00     |
| <b>Returned Check Fee</b> | \$ 20.00     |
| <b>Photocopies</b>        | \$ .25/copy  |
| <b>Microfilm Prints</b>   | \$ .25/copy  |
| <b>Computer Prints</b>    |              |
| Black & white             | \$ .15/sheet |
| Color                     | \$ .50/sheet |
| <b>Fax</b>                |              |
| First page                | \$2.00       |
| Additional pages          | \$1.00 each  |
| <b>ILL fee</b>            | \$ 5.00      |

Circulation privileges and internet access will be denied to patrons whose outstanding fines and fees exceed \$ 5.00.