

BOARD OF TRUSTEES

Agenda – May 8, 2025

CALL TO ORDER - 5:30pm

Members Present: 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, Kathleen Shores, James Ingram, Michelle Brandone, Rebecca Stone, Alex Fisher

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

APPOINTMENTS & RESIGNATIONS: None

MINUTES: April 10, 2025

- Amendments:
 - Josias has a correction – update to Friends bullet point
 - Michelle has a correction – Kelly to Kelsey
- **Passes unanimously pending these corrections.**

NEW BUSINESS

- Security progress and updates
 - Many security challenges continue
- System upgrade and new procedures
 - Security system has been fully updated
 - Motion sensors are active throughout the building
 - There are additional panic buttons in meeting rooms and staff offices (wall)
 - There are some under desks
 - Panic buttons go to Sentry Alarms, who contacts dispatch and Josias
 - New control panels for the alarm systems
 - Additional panel for custodial staff
 - There's now a manual procedure to set the alarms when the last person leaves
 - Josias, Sherri, and Nick have an app version; there's more control
- Relationship with Broome Security
 - Relationship with Broome Security - Growing stronger! Probably because we are utilizing them more - everyone has something to do and we're getting good support.
- Upstairs bathrooms, eating area, garden, bus stop
 - The eating area policy has been implemented and going well.
 - Partially closing the garden has helped us understand when people most utilize the garden - this is helping us to plan programming for children and the general public there.
 - The bus stop remains an area of congregation for a number of people who

have received library bans.

- Suggestion to flip the bus stop so it faces the street, not the library.
- Last month, we voted on locking the upstairs bathrooms for a month, with Literacy Volunteers and some library staff able to let people in as needed, while avoiding people doing illicit substances in there. It's helped a lot. Josias puts forward a proposal to keep them locked until the renovations are done. We can vote on this now, or vote on it month by month.
- If current drug use/incident trends change before the renovation finishes, Josias will bring reopening the bathrooms to the board.
- **Motion to keep the upstairs bathrooms locked until the completion of the renovation: Sarah Glose, Second Charmian Foster. Passes unanimously**
- Bans: indefinite bans, appeals
 - Bans have been increasing because there has been an uptick in incidents (this is across the county, not just at the library).
 - Security found someone actively using substances in the bathroom.
 - Someone stole art directly off the wall in the middle of the day.
 - We want rotating public art exhibits, but understandably the artist has removed the rest of his art.
 - We are improving how we secure art to the walls.
 - Someone broke into the garden by snipping the chains.
 - We need to formalize the appeals process. No one has utilized the appeals process, but someone will want to at some point, and we need to have a policy around who speaks, how much time is allotted, etc.
 - Policy Committee & Alex Fisher will have an adhoc meeting to develop a formalized policy
- 2024 Annual Report – for the community
 - Laura once again has done beautiful work! This is the best one yet. There's a lot more whimsical detail. We love it, thank you Laura!!! 🎨🌸
 - The Peer Support section is particularly well done!
 - **Motion to approve the annual report: Kelly Stone, Second Sarah Glose. Passes unanimously**
- Policies – initial review
 - We have three policies to review. Staff are also reviewing them, so what the board is viewing are at various levels of staff review.
 - Collection Development Policy
 - Includes the challenge process and forms for book challenges. So far, we have had no challenges.
 - Form includes requests for items to be removed, moved, or balanced by adding other materials.
 - This one has been pretty thoroughly reviewed by staff. Please send your feedback to Josias and Sarah. This will most likely be voted on next month.
 - Child Supervision Policy
 - The language has been rewritten to a tone that is warm to families and children and focuses on safety.
 - The policy says children must be “in sight” of their caregivers. What is the caregiver is blind? This line will be revised.

- Internet Policy
 - This has been shortened and consolidated from several separate policies. It also calls the internet the “world wide web”!
 - Includes a user agreement for using the computers and wifi.
- Once all policies have been reviewed and/or revamped, we will put in place an annual review process.

OLD BUSINESS

- Emergency Services MOU
 - Moving toward a 5 year MOU.
 - This is going to involve some renovations, and the County Executive’s Office and Emergency Services all seem to be on the same page as the library.
- Renovation/Projects update
 - Our big construction aid projects are going to bid this month. There is a new engineer at county engineering who is really helping move us forward!
 - Projects: Renovations of the Bathrooms, door/ramp to the garden via youth services, and security office in the rotunda.
 - We don’t know what the cost will be until we get the final bids back, and we will then decide if we are doing all projects or a portion of the projects.
- Library solar panels and roof project
 - The roof is almost done!
 - We haven’t yet determined what we are doing with the solar panels. At present, they are blocking three staff parking spots. 🌞🚗🚗🚗

REPORTS

- April Financials
 - We have two budget columns now to highlight Budget with Transfers.
 - Payroll is on track
 - Electronic materials (specifically Hoopla) is much higher than we budgeted. We will increase the next budget significantly to account for it. If we need to do an adamented contract with Hoopla, we will. We are also working on improving the Libby collection, which is not the same pay-per-use model.
- Director’s Report
- Staff Reports
- Committee Reports
 - Strategic Planning
 - Met twice, once with library staff to go through the goals and what has been completed/what we want to work on next
 - Nominating
 - Currently have put out a call for Binghamton residents to join. We have had one application so far. Send nominations to Charmian.
 - We also need a new Vice President! Charmian will send out an email to the board to solicit nominations.
 - Marketing
 - Worked with Nominating around calls for new board members.
 - Working on tabling opportunities in the Fall at BU.
 - Policy
 - We worked on the policies listed above. Please read them and offer feedback!

- Friends
 - No updates at this time.
 - No meeting this month.

Motion to adjourn: Sarah Glose, Second Al Buyck. Passes unanimously at 6:37pm.

BOARD OF TRUSTEES
Agenda – June 12th, 2025

CALL TO ORDER - 5:30pm

Members Present: Olivia Shimkus, Vikki Collazo, Tom Jahn (Zoom), Al Buyck, Charmian Foster, Emily Jones, Kelly Sullivan, Sarah Glose

Not Present: Katie Bowers, Jillian Sandy,

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

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

No Minutes to approve, two sets of minutes will be approved at the next meeting.

APPOINTMENTS

- Hannah Frey – PT Library Clerk, Local History
 - Former volunteer with the historical society, involved in digitization projects.
 - **Motion to accept appointment: Emily Jones, Second Charmian Foster. Passes unanimously.**
- **Riley Maley-** Librarian I, Youth Services
 - Riley has been serving in the full-time temp position and has now completed her degree. This appointment moves her into a permanent role.
 - **Motion to accept appointment: Al Buyck, Second Sarah Glose. Passes unanimously.**

NEW BUSINESS

- **2026 Budget- Outlook and Approach**
 - The 2026 budget season is underway. Departments have been advised to request flat county funding unless a strong case can be made otherwise.
 - This will be challenging due to payroll needs. Priority is to maintain staffing levels. Some non-payroll reductions may be explored.
 - Budget proposal is due to the Executive Office on June 27. Josias will connect with Colleen Wagner for advisement.
 - Budget meeting with Executive Office is scheduled for July 16. Al and Sherry will join Josias for that meeting.
 - The proposal will go to the Finance Committee and full Board following submission.
- **Peer Support**
 - Personnel concerns have been raised, largely stemming from peer safety issues in the lounge area.
 - Program will be paused until completion of the new security office in the rotunda.

- This pause offers an opportunity to reassess sustainable staffing and possibly incorporate rotation with other agencies, including peers with lived experience in SUD.
- Klee Foundation, which provides significant funding, will be notified.
- Broome Security expressed concern that the program may be contributing to broader security issues. One possible idea is to form a Security Committee that includes community members and local families.

- **Policies-Initial Review**

- Ban Appeal Process
 - This process mirrors the one used for challenged materials. The goal is to create a clear workflow that removes the library director from the appeal process and makes it a solely board of trustees matter.
 - Appeals must be substantive and non-relevant appeals may be dismissed without review.
 - Policy will include details on when someone may appeal an indefinite ban.

○

OLD BUSINESS

- **2024 Annual Report**

- Physical copies distributed.

- **Policies-For approval**

- Collection Development Policy
 - **Motion to accept appointment: Al Byuck, Second Vikki Callazo. Passes unanimously.**
- Child Supervision Policy
 - **Motion to accept appointment: Vikki Collazo, Second Kelly Sullivan. Passes unanimously.**
- Josias will print the and post the child supervision policy and update the website accordingly.

- **Emergency Services MOU**

- The MOU still needs to be finalized. Josias is working on it.
 - Revenue for this partnership is budgeted, but funds will not be disbursed until the MOU is signed.

- **Renovation/ Projects update**

- Bronsky Reading Garden Design
 - Design will be approved by the Friends. \$11,000 has been spent on design, leaving \$39,000 for implementation
 - Landscaping work expected to begin in fall/winter and complete by spring
- Bathrooms, Door/ramp, and security office
 - Final designs are undergoing code review. Once complete, the project will go out to bid.
 - Timeline is about 3–4 weeks behind schedule but remains a priority.
 - Kelly will review the final drawings and bid document
- Solar Panels
 - Roof project was completed this morning! 😊
 - Solar panels will remain on the agenda as old business.
 - Three parking spaces remain occupied by the storage container.

REPORTS

- **May Financials**

- Overall financials are on track.
- May was a three-pay-period month, leading to temporarily elevated expenses for payroll.
- Revenue is slightly under budget and some electronic access lines are over budget,

may need to increase this line for next year.

- Director's Report
 - Strong data analytics continue to be a hallmark of staff efforts-huge thanks to BCPL staff for their work!
- Committee Reports
 - **Strategic Planning Committee**
 - Feedback from staff highlights that some goals are too broad, and Goal 4 (survey-related) needs refinement.
 - Committee is working to simplify, make goals "SMART," and eliminate duplication.
 - **Nominating Committee**
 - Continue to share graphic for open Board seat.
 - Vice President position is also open, please reach out to Charmian if interested.
 - **Marketing Committee**
 - Supporting nominating efforts and outreach for candidates or subcommittees.
 - **Policy Committee**
 - Ongoing work continues.
 - **Friends of the Library**
 - Meeting next week. More updates to come.

Motion to adjourn: Charmian Foster, Second Vikki Collazzo. Passes unanimously at 6:32 pm.

June 20, 2025

Dear Josias and BCPL Board of Trustees,

Please accept this letter as my formal resignation from my position as Library Assistant at the Broome County Public Library. My last day will be Friday, July 4, 2025.

I appreciate how much I have learned from working at the library and will take these skills with me to my new position. If I can be of any help during this transition, please let me know.

Kind Regards,

Michaela Gay

06/18/2025

Dear Josias and BCPL Board of Trustees,

Please accept this letter as my official notice of resignation. My last day will be August 1st, 2025. If there's anything I can do to ease the upcoming transition, please do not hesitate to reach out to me.

I am grateful for the opportunities BCPL has provided me, and grateful for my wonderful colleagues who have inspired me to pursue higher education in the field of library sciences.

Kind regards,

Violet Kravitz

To: Jane St. Amour & the 2026 Budget Team

June 27, 2025

Dear Colleagues,

I want to begin by expressing my appreciation for Broome County's consistent support for the Library. Over the past several years, this partnership has allowed us to rebuild staffing, expand services, and strengthen BCPL as a key resource for County residents. I am proud of what we have accomplished together and of the Library's role as one of the most visible and accessible public spaces in the County. As always, I have approached this year's budget with a focus on balancing community needs with fiscal responsibility. In accordance with your guidance, I have made targeted reductions to control costs wherever possible. Our overall funding request reflects that effort, with significant cuts to contractual expenses despite increases in several chargebacks.

The only area of the Library's collections budget seeing an increase is electronic resources. Demand for these resources continues to grow rapidly, and we have offset this increase through manageable cuts to other collections lines. These cuts are not ideal and will need to be revisited once the budget picture stabilizes, but the Library can absorb them in the short term without impacting essential services. Meanwhile, outside revenue is increasing, easing some of the pressure on the County. Funding from the City of Binghamton is rising by 2.8% under our CPI-based contract, and State aid is projected to exceed what we budgeted for this year.

Despite these efforts to control costs, our overall request for County funding is up slightly due to personnel expenses. Rebuilding Library staffing has been the most significant positive impact of my tenure and reflects the shared legacy of the County Executive and OMB as well. Sustaining our current staffing levels through the uncertainty of the next few years is our highest priority.

In keeping with your request to rank increases and changes by importance, our 2026 priorities are as follows:

1. Sustaining current staffing levels. This is essential to maintaining services, fulfilling our strategic plan, and protecting the County's investment in the Library workforce.
2. Upgrading the Principal Account Clerk and Custodial Supervisor positions. These upgrades recognize the leadership of our current staff and ensure long-term recruitment and retention for these vital roles.
3. Converting a part-time Custodial Worker position to full-time. As one of the most heavily trafficked County facilities, the Library requires adequate custodial staffing to maintain a clean and safe environment, particularly in the evenings.
4. Adding an Administrative Assistant to Library Administration. While this is our lowest immediate priority, it remains a significant need. With accounts payable centralized, critical administrative functions such as scheduling, payroll, and Board support cannot be sustained by management staff alone. This position has been a longstanding Board priority.

Thank you for your partnership and support of the Broome County Public Library. We remain committed to providing high-quality, efficient services while doing our part to control costs and operate responsibly within the County's fiscal framework.

Sincerely,



Josias Bartram
Library Director

County Library

Mission Statement

To educate, entertain, and energize the Broome County Community.

Description

The Broome County Public Library, located in downtown Binghamton, serves as a vital educational, cultural, and community resource for residents of Broome County and as the central library for the Four County Library System. The Library provides free access to information, technology, and services that support early literacy, lifelong learning, workforce development, and community enrichment.

The Library's collections include materials in a variety of formats — print, electronic, and digital — to meet the educational, informational, and recreational needs of residents of all ages and backgrounds. Special emphasis is placed on providing up-to-date resources for job seekers, entrepreneurs, and small business owners to help individuals and businesses adapt to the changing marketplace.

As a cornerstone of early childhood education in the County, the Library offers a wide range of programs and services that promote reading, language development, and school readiness for children and families. Teen programs and resources provide opportunities for learning, leadership, and personal growth for young adults.

The Library also serves as a hub for recreational reading and lifelong learning, offering programs, classes, and discussion groups that engage residents across generations. Our collections and programs are designed to support cultural enrichment, personal development, and intellectual curiosity for community members of all ages and reading levels.

The Library houses an extensive local history and genealogy collection developed in partnership with the Broome County Historical Society and the Broome County Historian. This unique collaboration provides researchers with comprehensive resources on the history of Broome County, its communities, and its families.

In addition to traditional services, the Library works to meet evolving community needs by building partnerships with local organizations. Recent examples include collaborations with Catholic Charities and the Klee Foundation to provide peer support counselors; a partnership with the Public Defender's Office to create a period pantry offering free menstrual products; and joint efforts with the Health Department, Rural Health Network, and the Community Foundation to distribute fresh produce and promote public health.

2026 Objectives

- Sustain core Library services for Broome County residents, with a focus on research assistance, programs, and youth literacy.
- Provide quality services to the libraries in the Four County Library System.
- Continue phased implementation of the Library's 2024–2028 Strategic Plan.
- Update Library collections to ensure currency, relevance, and accessibility, with particular attention to electronic resources.
- Strengthen partnerships with local educational, governmental, and nonprofit organizations.
- Provide high-quality summer reading programs and year-round services for children, teens, and families.
- Continue to obtain grant funding and seek partnerships from outside sources to increase services to the community.
- Prioritize building maintenance and custodial staffing to ensure a clean, safe, and welcoming facility.
- Prioritize safety and security, particularly for our families and Library staff.
- Complete State-funded facilities upgrades.

2026 Budget Highlights

- Strategic resource management to balance growing demand for services with available funding.
- Outside revenue is increasing, with additional support from the City of Binghamton (2.8% increase) and projected growth in New York State aid.
- Commitment to retaining sustainable staff levels to adequately serve patrons.
- Continued focus on collaboration with the Four County Library System and community partners to maximize resources and expand services.
- Increased investment in electronic resources to meet rapidly growing demand.
- Ongoing maintenance and improvement of the twenty-five-year-old Library building to provide a safe, accessible, and welcoming space for all residents.
- Continued modernization of Library technology to support access to information and improve user experience.
- Emphasis on leveraging external partnerships and grant opportunities to supplement core Library services.



BROOME COUNTY GOVERNMENT
REVENUE AND APPROPRIATION SUMMARY
BY DEPARTMENT

FUND: 1010 - General Operating

FUNCTION:

DEPARTMENT: D40000000 - County Library

Account	2024 Actuals	2025 Budget	2026 Budget Working	Change
A0000007 - Misc Interfund Revenues	104	-	-	
5000545 - CREDIT CARD REBATES	104	-	-	
A0000002 - Departmental Income	919,868	955,689	996,417	40,728
5000100 - LIBRARY COPY FEES	12,067	13,000	13,000	0
5000177 - RENTALS & FEES	7,200	7,200	7,200	0
5000189 - OTHER LOCAL GOVERNMENTS	846,573	879,589	904,217	24,628
5000426 - MISCELLANEOUS	5,028	6,900	4,000	-2,900
5000312 - RENTAL CHARGEBACKS	49,000	49,000	49,000	0
A0000003 - Use of Money	69,896	21,000	20,500	-500
5000451 - INTEREST AND EARNINGS	69,604	20,000	20,000	0
5000470 - VENDING MACHINE	291	1,000	500	-500
A0000007 - Misc Interfund Revenues	1,354,702	1,429,740	1,817,702	387,962
5000530 - REFUNDS OF PRIOR YEARS EXPENDI	2,166	-	-	
5000531 - GIFTS AND DONATIONS	-	300	-	

5000546 - Trust Account Inflows	21,074	200	-	
5000562 - TRANSFER FROM GENERAL FUND	1,329,670	1,427,325	1,836,104	408,779
5000569 - TRANSFER - DEBT SERVICE FUND	1,791	1,915	285	-1,630
A0000008 - State Aid	97,436	92,000	98,000	6,000
5000808 - OTHER STATE AID	97,436	92,000	98,000	6,000
A0000009 - Federal Aid	240	85	-	
5000952 - ARRA DEBT REIMBURSEMENT	240	85	-	
Rev Total for Dep: D40000000	2,442,245	2,498,514	2,913,619	415,105

A0000010 - Personnel Service	1,077,123	1,199,355	1,305,812	106,457
6001000 - SALARIES FULL-TIME	890,756	1,028,662	1,126,286	97,624
6001001 - SALARIES PART-TIME	123,130	159,571	146,485	-13,086
6001002 - SALARIES TEMPORARY	54,838	11,122	32,041	20,919
6001003 - SALARIES OVERTIME	8,399	-	1,000	1,000
A0000040 - Contractual Expenditures	482,476	489,490	468,228	-21,262
6004002 - MAT & SUPPLIES-PAINT	-	-	-	
6004012 - OFFICE SUPPLIES	6,833	2,060	2,060	0
6004021 - BLDG MAINTENANCE SUPPLIES	2,220	1,030	1,030	0
6004022 - FUEL AND HEATING SUPPLIES	14,254	22,000	20,000	-2,000
6004023 - BLDG AND GROUNDS SUPPLIES	4,100	4,429	4,429	0
6004030 - FOOD AND BEVERAGES	-	-	0	
6004048 - MISC OPERATIONAL SUPPLIES	121	4,000	2,000	-2,000

6004055 - COMPUTER SOFTWARE AND SUPPLIES	69,619	72,461	67,923	-4,538
6004056 - COMPUTER EQUIPMENT(NON CAPITAL	311	3,000	1,500	-1,500
6004070 - BOOKS ADULT SERVICES	63,682	69,577	65,000	-4,577
6004071 - JUVENILE BOOKS	53,538	55,620	50,000	-5,620
6004073 - SUBSCRIPTIONS	5,052	9,700	9,672	-28
6004074 - AUDIOVISUAL MATERIALS	21,420	25,000	15,000	-10,000
6004075 - ELECTRONIC ACCESS MATERIALS	60,954	53,450	71,147	17,697
6004100 - POSTAGE AND FREIGHT	1,435	1,400	1,500	100
6004105 - DUES AND MEMBERSHIPS	1,288	1,500	1,823	323
6004112 - BLDG GROUNDS AND EQUIP REPAIR	4,617	3,000	3,000	0
6004113 - WATER AND SEWAGE CHARGES	3,272	3,200	3,200	0
6004115 - ELECTRIC CURRENT	70,606	60,000	60,000	0
6004117 - BUILDING AND GROUNDS EXPENSES	40,837	42,244	42,244	0
6004136 - OPERATIONAL EQUIPMENT REPAIRS	-	3,090	2,000	-1,090
6004137 - ADVERTISING AND PROMOTION EXPE	1,741	3,000	3,000	0
6004138 - OTHER OPERATIONAL EXPENSES	24,513	20,000	15,000	-5,000
6004139 - Trust Account Outflows	3,560	-	-	
6004147 - OTHER PROGRAM EXPENSE	0	-	-	
6004160 - MILEAGE AND PARKING-LOCAL	764	700	600	-100
6004161 - TRAVEL HOTEL AND MEALS	1,466	2,000	2,000	0
6004162 - EDUCATION AND TRAINING	2,804	2,000	3,000	1,000
6004193 - HARDWARE MAINTENANCE	2,800	9,025	6,100	-2,925
6004196 - COPYING MACHINE RENTALS	16,519	10,000	9,000	-1,000
6004504 - OTHER FINANCIAL SERVICES	12	4	-	
6004573 - OTHER FEES FOR SERVICES	4,139	6,000	6,000	0

A0000041 - Chargeback Expenses	278,349	220,165	244,659	24,494
6004602 - INSURANCE PREMIUM CHARGEBACK	26,181	26,606	48,298	21,692
6004604 - DPW SECURITY CHARGEBACKS	105,991	125,080	116,280	-8,800
6004606 - TELEPHONE BILLING ACCOUNT	5,963	5,882	5,686	-196
6004609 - DATA PROCESSING CHARGEBACKS	55,603	57,499	68,297	10,798
6004617 - DUPLICATING/PRINTING CHARGEBAC	-	92	92	0
6004618 - OFFICE SUPPLIES CHARGEBACK	-	6	6	0
6004619 - BUILDING SERVICE CHARGEBACK	5,000	5,000	6,000	1,000
6004634 - Indirect Costs - Excess of Bud	79,611	-	-	
A0000060 - Principal on Indebtedness	54,427	74,700	67,578	-7,122
6006000 - PRINCIPAL ON SERIAL BONDS	6,849	7,123	-	
6006001 - PRINCIPAL ON BANS	47,578	67,577	67,578	1
A0000070 - Interest on Indebtedness	8,219	11,135	6,569	-4,566
6007000 - INTEREST ON SERIAL BONDS	628	212	-	
6007001 - INTEREST ON BANS	7,591	10,923	6,569	-4,354
A0000080 - Employee Benefits	654,571	753,669	820,773	67,104
6008001 - STATE RETIREMENT	103,413	152,059	162,052	9,993
6008014 - NYS ERS VDC EXPENSE	6,967	7,385	7,752	367
6008002 - SOCIAL SECURITY	79,090	91,751	99,895	8,144
6008004 - WORKERS COMPENSATION	6,304	6,889	7,472	583
6008006 - LIFE INSURANCE	94	190	220	30
6008007 - HEALTH INSURANCE	133,753	163,740	198,803	35,063
6008009 - RETIREE HEALTH INSURANCE	324,455	328,156	341,079	12,923
6008013 - HEALTH INS - RETIRE INCENTIVE	496	-	-	
6008012 - EMPLOYEE TUITION REIMBURSEMENT	-	3,500	3,500	0

Exp Total for Dep: D40000000

2,555,166

2,748,514

2,913,619

165,105

Total for Dep: D40000000

-112,921

-250,000

		Budget Working 2026 Recurring	Budget Working 2026 Comments & Attachments
5000545 - CREDIT CARD REBATES	Line 1		
5000545 - CREDIT CARD REBATES	Total		
5000100 - LIBRARY COPY FEES	Line 1	13000	Based on actuals
5000100 - LIBRARY COPY FEES	Total	13000	
			Literacy Volunteers of Broome and Tioga Counties
5000177 - RENTALS & FEES	Line 1	7200	- based on Lease
5000177 - RENTALS & FEES	Total	7200	
			2.8% increase is a contractual obligation, based
5000189 - OTHER LOCAL GOVERNMENTS	Line 1	904217	on CPI increase
5000189 - OTHER LOCAL GOVERNMENTS	Total	904217	
			We've worked to reduce fines and punitive fees
5000426 - MISCELLANEOUS	Line 1	4000	and the actuals are continuing to fall as a result.
5000426 - MISCELLANEOUS	Total	4000	
5000431 - MISCELLANEOUS	Line 1		
5000431 - MISCELLANEOUS	Total		
5000312 - RENTAL CHARGEBACKS	Line 1	49000	
5000312 - RENTAL CHARGEBACKS	Line 2	19000	Emergency Services - Backup dispatch
5000312 - RENTAL CHARGEBACKS	Total	68000	
5000451 - INTEREST AND EARNINGS	Line 1	20000	2026 Interest Earnings Estimate
5000451 - INTEREST AND EARNINGS	Total	20000	
5000470 - VENDING MACHINE	Line 1	500	Based on actuals.
5000470 - VENDING MACHINE	Total	500	
5000471 - COMMISSIONS	Line 1		
5000471 - COMMISSIONS	Total		
5000530 - REFUNDS OF PRIOR YEARS EXPENDI	Line 1		
5000530 - REFUNDS OF PRIOR YEARS EXPENDI	Total		
5000531 - GIFTS AND DONATIONS	Line 1		Depositing in trust account instead.
5000531 - GIFTS AND DONATIONS	Total		
5000545 - CREDIT CARD REBATES	Line 1		
5000545 - CREDIT CARD REBATES	Total		
5000546 - Trust Account Inflows	Line 1		
5000546 - Trust Account Inflows	Total		
5000562 - TRANSFER FROM GENERAL FUND	Line 1	1836104	
5000562 - TRANSFER FROM GENERAL FUND	Total	1836104	
5000569 - TRANSFER - DEBT SERVICE FUND	Line 1	285	2026 Debt Service Transfer
5000569 - TRANSFER - DEBT SERVICE FUND	Total	285	
			Projection of flat funding based on FY26 NYS
5000808 - OTHER STATE AID	Line 1	98000	budget

5000808 - OTHER STATE AID	Total	98000
5000952 - ARRA DEBT REIMBURSEMENT	Line 1	
5000952 - ARRA DEBT REIMBURSEMENT	Total	
Total		2951306

		Budget Working 2026 Recurring	Budget Working 2026 Comments & Attachments
6004002 - MAT & SUPPLIES-PAINT	Line 1		
6004002 - MAT & SUPPLIES-PAINT	Total		
6004010 - BOOKS AND SUBSCRIPTIONS	Line 1		
6004010 - BOOKS AND SUBSCRIPTIONS	Total		
6004012 - OFFICE SUPPLIES	Line 1	2060	Based on actuals.
6004012 - OFFICE SUPPLIES	Total	2060	
6004021 - BLDG MAINTENANCE SUPPLIES	Line 1	1030	Based on actuals.
6004021 - BLDG MAINTENANCE SUPPLIES	Total	1030	
			Decrease reflects actuals and represents a good faith effort to control overall costs in accordance with budget guidance.
6004022 - FUEL AND HEATING SUPPLIES	Line 1	20000	
6004022 - FUEL AND HEATING SUPPLIES	Total	20000	
6004023 - BLDG AND GROUNDS SUPPLIES	Line 1	4429	Based on actuals.
6004023 - BLDG AND GROUNDS SUPPLIES	Total	4429	
6004030 - FOOD AND BEVERAGES	Line 1	0	
6004030 - FOOD AND BEVERAGES	Total	0	
			Decrease reflects actuals and represents a good faith effort to control overall costs in accordance with budget guidance.
6004048 - MISC OPERATIONAL SUPPLIES	Line 1	2000	
6004048 - MISC OPERATIONAL SUPPLIES	Total	2000	
			CA-1581-139 - Four County Automation - Integrated Library System
6004055 - COMPUTER SOFTWARE AND SUPPLIES	Line 1	65623	
6004055 - COMPUTER SOFTWARE AND SUPPLIES	Line 2	2300	CA-1581-134 - Four County Envisionware - print and PC mgmt
6004055 - COMPUTER SOFTWARE AND SUPPLIES	Total	67923	
			Decrease represents a good faith effort to control overall costs in accordance with budget guidance.
6004056 - COMPUTER EQUIPMENT(NON CAPITAL	Line 1	1500	
6004056 - COMPUTER EQUIPMENT(NON CAPITAL	Total	1500	
			Decrease represents a good faith effort to control overall costs in accordance with budget guidance.
6004070 - BOOKS ADULT SERVICES	Line 1	65000	
6004070 - BOOKS ADULT SERVICES	Total	65000	
			Decrease represents a good faith effort to control overall costs in accordance with budget guidance.
6004071 - JUVENILE BOOKS	Line 1	50000	
6004071 - JUVENILE BOOKS	Total	50000	
			Periodical subscriptions through Ebsco - cut represents a good faith effort to control overall costs in accordance with budget guidance.
6004073 - SUBSCRIPTIONS	Line 1	1000	

6004073 - SUBSCRIPTIONS	Line 2	8672	1581-166A - Proquest - Online database
6004073 - SUBSCRIPTIONS	Total	9672	subscription for genealogy research
			Decrease reflects change in demand and helps
			cover increase to account 6004075 to control
6004074 - AUDIOVISUAL MATERIALS	Line 1	15000	overall costs in accordance with budget guidance.
6004074 - AUDIOVISUAL MATERIALS	Total	15000	
			CA-1581-157: Hoopla - eBooks, audiobooks, and
			streaming media. Increase reflects growing
			demand and is offset by reductions to other
			collections budgets in an effort to control overall
6004075 - ELECTRONIC ACCESS MATERIALS	Line 1	60000	costs in accordance with budget guidance.
			CA-1581-167 - Overdrive - eBooks and
6004075 - ELECTRONIC ACCESS MATERIALS	Line 2	11147	eAudiobooks
6004075 - ELECTRONIC ACCESS MATERIALS	Total	71147	
6004100 - POSTAGE AND FREIGHT	Line 1	1500	Based on actuals.
6004100 - POSTAGE AND FREIGHT	Total	1500	
			New York Library Association - Professional
6004105 - DUES AND MEMBERSHIPS	Line 1	1535	membership that covers Library and all staff
			South Central Regional Library Council
6004105 - DUES AND MEMBERSHIPS	Line 2	288	membership
6004105 - DUES AND MEMBERSHIPS	Total	1823	
6004112 - BLDG GROUNDS AND EQUIP REPAIR	Line 1	3000	Based on actuals.
6004112 - BLDG GROUNDS AND EQUIP REPAIR	Total	3000	
6004113 - WATER AND SEWAGE CHARGES	Line 1	3200	Based on actuals.
6004113 - WATER AND SEWAGE CHARGES	Total	3200	
6004115 - ELECTRIC CURRENT	Line 1	60000	Based on actuals.
6004115 - ELECTRIC CURRENT	Total	60000	
6004117 - BUILDING AND GROUNDS EXPENSES	Line 1	1030	Fire Extinguisher Inspect - CA-498-3(A&B)
6004117 - BUILDING AND GROUNDS EXPENSES	Line 2	2678	HVAC Maintenance CA-11-1973-1
6004117 - BUILDING AND GROUNDS EXPENSES	Line 3	15450	HVAC Maintenance CA-11-1149-4
6004117 - BUILDING AND GROUNDS EXPENSES	Line 4	1545	Pest Control Contract - CA-11-1059-5
6004117 - BUILDING AND GROUNDS EXPENSES	Line 5	2987	Garbage Disposal - CA-11-1728
6004117 - BUILDING AND GROUNDS EXPENSES	Line 6	6180	Elevator Maintenance - CA-11-2549
6004117 - BUILDING AND GROUNDS EXPENSES	Line 7	2575	Alarm Monitoring - CA-11-1937
6004117 - BUILDING AND GROUNDS EXPENSES	Line 8	5150	KB Services, LLC CA-11-2412
6004117 - BUILDING AND GROUNDS EXPENSES	Line 9	1353	Sprinkler System Inspection - CA-11-1450-1
6004117 - BUILDING AND GROUNDS EXPENSES	Line 10	2781	Window Cleaning - CA-11-2480-1
6004117 - BUILDING AND GROUNDS EXPENSES	Line 11	515	Water treatment - CA-11-1772
6004117 - BUILDING AND GROUNDS EXPENSES	Total	42244	
			Decrease reflects actuals and represents a good
			faith effort to control overall costs in accordance
6004136 - OPERATIONAL EQUIPMENT REPAIRS	Line 1	2000	with budget guidance.
6004136 - OPERATIONAL EQUIPMENT REPAIRS	Total	2000	
6004137 - ADVERTISING AND PROMOTION EXPE	Line 1	3000	Based on actuals.

6004137 - ADVERTISING AND PROMOTION EXPE	Total	3000	Decrease reflects actuals and represents a good faith effort to control overall costs in accordance with budget guidance.
6004138 - OTHER OPERATIONAL EXPENSES	Line 1	15000	
6004138 - OTHER OPERATIONAL EXPENSES	Total	15000	
6004139 - Trust Account Outflows	Line 1		Decrease reflects actuals and represents a good faith effort to control overall costs in accordance with budget guidance.
6004139 - Trust Account Outflows	Total		
6004147 - OTHER PROGRAM EXPENSE	Line 1		
6004147 - OTHER PROGRAM EXPENSE	Total		Conferences and professional travel.
6004160 - MILEAGE AND PARKING-LOCAL	Line 1	600	
6004160 - MILEAGE AND PARKING-LOCAL	Total	600	
6004161 - TRAVEL HOTEL AND MEALS	Line 1	2000	Increase based on actuals and reflects staff turnover, new positions, and prioritization of professional development.
6004161 - TRAVEL HOTEL AND MEALS	Total	2000	
6004162 - EDUCATION AND TRAINING	Line 1	3000	
6004162 - EDUCATION AND TRAINING	Total	3000	Maintenance Agreements CA-1581-126, CA-1581-130: Image Integrator - Microfilm readers
6004165 - ADVISORY BD/TRUSTEES EXPENSES	Line 1		
6004165 - ADVISORY BD/TRUSTEES EXPENSES	Total		
6004193 - HARDWARE MAINTENANCE	Line 1	3100	Repairs not covered by service agreements
6004193 - HARDWARE MAINTENANCE	Line 2	3000	
6004193 - HARDWARE MAINTENANCE	Total	6100	
6004196 - COPYING MACHINE RENTALS	Line 1	9000	Decrease reflects actuals and represents a good faith effort to control overall costs in accordance with budget guidance.
6004196 - COPYING MACHINE RENTALS	Total	9000	
6004504 - OTHER FINANCIAL SERVICES	Line 1		
6004504 - OTHER FINANCIAL SERVICES	Total		
6004573 - OTHER FEES FOR SERVICES	Line 1	6000	
6004573 - OTHER FEES FOR SERVICES	Total	6000	
6004602 - INSURANCE PREMIUM CHARGEBACK	Line 1	48298	
6004602 - INSURANCE PREMIUM CHARGEBACK	Total	48298	
6004604 - DPW SECURITY CHARGEBACKS	Line 1	116280	
6004604 - DPW SECURITY CHARGEBACKS	Total	116280	
6004606 - TELEPHONE BILLING ACCOUNT	Line 1	5686	
6004606 - TELEPHONE BILLING ACCOUNT	Total	5686	
6004609 - DATA PROCESSING CHARGEBACKS	Line 1	68297	
6004609 - DATA PROCESSING CHARGEBACKS	Total	68297	
6004617 - DUPLICATING/PRINTING CHARGEBAC	Line 1	92	
6004617 - DUPLICATING/PRINTING CHARGEBAC	Total	92	
6004618 - OFFICE SUPPLIES CHARGEBACK	Line 1	6	
6004618 - OFFICE SUPPLIES CHARGEBACK	Total	6	

6004619 - BUILDING SERVICE CHARGEBACK	Line 1	6000
6004619 - BUILDING SERVICE CHARGEBACK	Total	6000
6004634 - Indirect Costs - Excess of Bud	Line 1	
6004634 - Indirect Costs - Excess of Bud	Total	
6006000 - PRINCIPAL ON SERIAL BONDS	Line 1	
6006000 - PRINCIPAL ON SERIAL BONDS	Total	
6006001 - PRINCIPAL ON BANS	Line 1	67578
6006001 - PRINCIPAL ON BANS	Total	67578
6007000 - INTEREST ON SERIAL BONDS	Line 1	
6007000 - INTEREST ON SERIAL BONDS	Total	
6007001 - INTEREST ON BANS	Line 1	6569
6007001 - INTEREST ON BANS	Total	6569
Total		787034

2026 Broome County Library Fee Schedule

Repair for recirculation		Varies
Processing fees	\$	10.00
Lost card		3.00
Returned check fee		20.00
Photocopies		\$0.25/copy
Microfilm Prints		\$0.25/copy
Computer paper (Black & white)		\$0.15/sheet
Computer paper (Color)		\$0.50/sheet

Regular Position Costs

Division	Position Number	Status	Job Code	Employee Number	Employee Name	Standard Hours	FT_PT	Union	Step Date	Salary_Plan	Allocated Project	Allocated ABC Code	Allocated Fund	Current Base Salary	CY Step Increases	Budget Year Starting Salary	Step Increases	COLA 1	Total Salary	Total Retirement	Total Taxes	Longevity	Life Insurance	Health Insurance	Total Other Comp	Total Position Cost			
D4000008	PN00000234	Active	JC000121 - County Historian	40717	Roger Luther	10.00	Part Time	01 - Misc	-	01 - Misc (SAL017) Grade CH	No_Project	ABCPublic Library	3150 - Library Operating	8,938	-	8,938	-	-	8,938	-	684	-	10	-	694	9,632			
D4000008	PN00000266	Active	JC000126 - Custodial Worker	43028	Megan Tuttle	18.50	Part Time	69 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	17,033	-	17,033	-	-	17,033	2,151	1,303	-	-	-	3,454	20,487			
D4000008	PN00000268	Active	JC000126 - Custodial Worker	27369	Thomas Andrus	18.50	Part Time	69 - Library	01/27/2020	30 - Library 37.5 hour hired prior (SAL307) Grade 06	No_Project	ABCPublic Library	3150 - Library Operating	17,033	-	17,033	-	-	17,033	-	1,303	-	-	-	1,303	18,336			
D4000008	PN00000388	Unfunded	JC000149 - Dep County Historian	-	-	7.00	Part Time	01 - Misc	-	01 - Misc (SAL017) Grade DCH	No_Project	ABCPublic Library	3150 - Library Operating	-	-	-	-	-	-	-	-	-	-	-	-				
D4000008	PN000001133	Active	JC000282 - Librarian I	-	-	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour hired prior (SAL307) Grade 16	No_Project	ABCPublic Library	3150 - Library Operating	54,619	-	54,619	-	-	54,619	6,898	4,178	-	10	12,331	23,418	78,037			
D4000008	PN000001134	Active	JC000282 - Librarian I	43134	Cheryl Armstrong	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 16S	No_Project	ABCPublic Library	3150 - Library Operating	54,619	-	54,619	375	-	54,995	6,946	4,207	-	10	6,665	17,828	72,823			
D4000008	PN000001136	Active	JC000283 - Librarian II	42009	Laura Haynes	37.50	Full Time	30 - Library	03/21/2024	30 - Library 37.5 hour (SAL302) Grade 18S	No_Project	ABCPublic Library	3150 - Library Operating	61,427	-	61,427	980	-	62,406	7,882	4,774	-	10	6,665	19,331	81,738			
D4000008	PN000001137	Active	JC000284 - Librarian III	39502	Kelsey Matoushek	37.50	Full Time	30 - Library	01/01/2025	30 - Library 37.5 hour (SAL302) Grade 20S	No_Project	ABCPublic Library	3150 - Library Operating	70,654	-	70,654	-	-	70,654	9,037	5,474	900	10	8,129	23,550	94,204			
D4000008	PN000001138	Active	JC000284 - Librarian III	43235	Kathleen Brandone	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 20S	No_Project	ABCPublic Library	3150 - Library Operating	66,579	-	66,579	224	-	66,803	8,437	5,110	-	10	6,665	20,223	87,026			
D4000008	PN000001140	Active	JC000285 - Library Assistant	21252	Monica Buckley	37.50	Full Time	30 - Library	02/18/2018	30 - Library 37.5 hour hired prior (SAL307) Grade 13	No_Project	ABCPublic Library	3150 - Library Operating	54,000	-	54,000	-	-	54,000	11,172	4,246	1,500	10	8,233	25,161	79,161			
D4000008	PN000001142	Active	JC000286 - Library Clerk	42507	Ashleigh Beblavy	18.50	Part Time	69 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	17,033	-	17,033	-	-	17,033	2,151	1,303	-	-	-	3,454	20,487			
D4000008	PN000001145	Active	JC000286 - Library Clerk	43510	Karissa Doyle	18.50	Part Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	17,033	341	17,373	-	-	17,373	-	1,329	-	-	10	1,339	18,713			
D4000008	PN000001146	Active	JC000286 - Library Clerk	42003	Ethan Mellen	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	34,526	-	34,526	88	-	34,614	4,372	2,648	-	10	-	7,030	41,643			
D4000008	PN000001147	Active	JC000286 - Library Clerk	40129	Janis Evangelisti	37.50	Full Time	30 - Library	10/09/2023	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	36,952	739	37,691	-	-	37,691	4,760	2,883	-	10	-	7,654	45,344			
D4000008	PN000001148	Active	JC000286 - Library Clerk	42590	Catherine Balzani	18.50	Part Time	69 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	17,033	-	17,033	-	-	17,033	-	1,303	-	-	-	1,303	18,336			
D4000008	PN000001150	Active	JC000286 - Library Clerk	41660	Emma Wagaman	37.50	Full Time	30 - Library	01/24/2024	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	35,197	-	35,197	664	-	35,860	4,529	2,743	-	10	6,665	13,948	49,808			
D4000008	PN000001153	Active	JC000286 - Library Clerk	43077	John Mosley	18.50	Part Time	69 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	17,033	-	17,033	-	-	17,033	-	1,303	-	-	-	1,303	18,336			
D4000008	PN000001156	Active	JC000286 - Library Clerk	34602	Nursel Bagsever	18.50	Part Time	69 - Library	02/10/2024	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	18,437	-	18,437	-	-	18,437	3,711	1,410	-	-	-	5,122	23,559			
D4000008	PN000001158	Active	JC000287 - Library Director III	41431	Josias Bartram	40.00	Full Time	02 - Admin II	-	02 - Admin II 40 hour (SAL028) Grade F	No_Project	ABCPublic Library	3150 - Library Operating	92,311	-	92,311	-	3,692	96,003	7,752	7,413	900	10	18,459	34,534	130,538			
D4000008	PN000001388	Active	JC000320 - Page	30841	Keith Harrison	37.50	Full Time	30 - Library	07/13/1998	30 - Library 37.5 hour hired prior (SAL307) Grade 05	No_Project	ABCPublic Library	3150 - Library Operating	37,916	-	37,916	-	-	37,916	7,934	3,015	1,500	10	18,228	30,688	68,604			
D4000008	PN000001468	Active	JC000344 - Principal Library Clerk	39312	Kathleen Shores	37.50	Full Time	30 - Library	09/23/2023	30 - Library 37.5 hour (SAL302) Grade 14S	No_Project	ABCPublic Library	3150 - Library Operating	49,703	994	50,697	-	-	50,697	6,517	3,947	900	10	8,129	19,503	70,200			
D4000008	PN000002214	Active	JC000437 - Sr Library Clerk	28635	Nancy Stabler	37.50	Full Time	30 - Library	04/01/2014	30 - Library 37.5 hour hired prior (SAL307) Grade 08	No_Project	ABCPublic Library	3150 - Library Operating	43,439	-	43,439	-	-	43,439	9,046	3,438	1,500	10	22,228	36,222	79,661			
D4000008	PN000002216	Active	JC000437 - Sr Library Clerk	39719	Cara Crisanti	37.50	Full Time	30 - Library	10/07/2023	30 - Library 37.5 hour (SAL302) Grade 08S	No_Project	ABCPublic Library	3150 - Library Operating	39,093	782	39,875	-	-	39,875	5,150	3,119	900	10	8,129	17,308	57,182			
D4000008	PN000005058	Active	JC000285 - Library Assistant	42213	Michaela Gay	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 13S	No_Project	ABCPublic Library	3150 - Library Operating	48,362	-	48,362	293	-	48,654	6,145	3,722	-	10	6,665	16,542	65,197			
D4000008	PN000005112	Abolished	JC000126 - Custodial Worker	43345	George Playlow	18.50	Part Time	69 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	-	-	-	-	-	-	-	-	-	-	-	-				
D4000008	PN000005188	Active	JC000679 - Assistant Library Director II	35467	Sherry Kowalski	40.00	Full Time	02 - Admin II	01/01/2023	02 - Admin II 40 hour (SAL028) Grade E	No_Project	ABCPublic Library	3150 - Library Operating	87,915	-	87,915	-	3,517	91,432	18,667	7,094	1,300	10	8,337	35,408	126,839			
D4000008	PN000005336	Active	JC000285 - Library Assistant	41826	Violet Kravitz	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 13S	No_Project	ABCPublic Library	3150 - Library Operating	47,433	-	47,433	949	-	48,382	6,111	3,701	-	10	-	9,822	58,203			
D4000008	PN000005349	Active	JC000125 - Custodial Supervisor	36553	Nick Kocak	37.50	Full Time	30 - Library	01/08/2025	30 - Library 37.5 hour hired prior (SAL307) Grade 14	No_Project	ABCPublic Library	3150 - Library Operating	49,703	-	49,703	1,465	-	51,168	9,011	3,999	1,100	10	21,947	36,067	87,235			
D4000008	PN000005360	Active	JC000286 - Library Clerk	43509	Hannah Frey	18.00	Part Time	69 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	16,572	-	16,572	-	-	16,572	-	1,268	-	-	-	1,268	17,840			
D4000008	PN000005499	Active	JC000285 - Library Assistant	42915	James Ingram	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 13S	No_Project	ABCPublic Library	3150 - Library Operating	47,433	-	47,433	-	-	47,433	5,991	3,629	-	10	6,665	16,295	63,728			
D4000008	New Position 14	Active	JC000126 - Custodial Worker	-	-	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 06S	No_Project	ABCPublic Library	3150 - Library Operating	34,526	-	34,526	-	-	34,526	4,361	2,641	-	10	12,331	19,343	53,869			
D4000008	New Position 15	Active	JC000660 - Administrative Assistant	-	-	37.50	Full Time	30 - Library	-	30 - Library 37.5 hour (SAL302) Grade 16S	No_Project	ABCPublic Library	3150 - Library Operating	54,619	-	54,619	-	-	54,619	6,898	4,178	-	10	12,331	23,418	78,037			
Total Position Count: 32															1,247,168	2,856		1,250,024	5,038	7,209		1,262,271	166,631	97,367	10,500	230	198,803	472,531	1,734,802

Bucket Costs

Division	Position Number	Bucket Job Code	Job Code	Union	Allocated Fund	Total Salary	Total Retirement	Total Taxes	Total Other Comp	Total Position Cost
D4000008	Overtime Bucket 1	Regular Overtime	JC000283 - Librarian II	30 - Library	3150 - Library Operating	1,000	126	77	203	1,203
D4000008	Seasonal Bucket 1	Temp Bucket	JC000286 - Library Clerk	69 - Library	3150 - Library Operating	4,143	523	317	840	4,983
D4000008	Seasonal Bucket 2	Temp Bucket	JC000343 - Principal Account Clerk	69 - Library	3150 - Library Operating	1,849	233	141	375	2,224
D4000008	Seasonal Bucket 3	Temp Bucket	JC000282 - Librarian I	69 - Library	3150 - Library Operating	26,049	3,290	1,993	5,283	31,332
Total Position Count: 4						33,041	4,173	2,528	6,701	39,742

Internet Policy

The Broome County Public Library provides access to the Internet to support its mission of providing open and equitable access to information and services. It is the Library's goal to assemble and organize services, collections of materials and other resources to meet the information needs and interests of the people it serves and to protect free access to diverse ideas. In keeping with these principles, parents or legal guardians are responsible for their children's use of the Internet. Children under 11 should be accompanied by a parent or guardian when using library computers.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

In compliance with the Children's Internet Protection Act (CIPA), the Library uses filtering software on all Internet-accessible computers to block access to materials deemed harmful to minors. These filters are not foolproof and may block some legitimate content. Adults (17 and over) have the ability to choose unfiltered Internet access when logging onto our public computers.

PUBLIC ACCESSIBILITY

1. Any person, regardless of age or residency, may have free access to the Electronic Resources at the Library. Public computers are available to patrons whose accounts are in good standing as well as guests with ID.
2. Printing capability will be provided. There will be a charge of \$.15 for each black and white page printed, and a \$.50 charge per page for color. Access to printing will be available through the use of a library card or guest ticket, available at the Circulation Desk. Monies applied to a library card remain on the card indefinitely and may be used at any time. Monies applied to a library card will not be refunded.
3. Wireless Internet access is available and users must comply with all Library Internet use policies while using it.

UNACCEPTABLE USE

Any of the following actions may result in loss of library privileges and/or criminal prosecution or other legal action. Unacceptable use of the Library's electronic resources includes, but is not limited to, the following:

1. It is not acceptable to use the Library's electronic resources, including the Internet, for illegal or criminal use.
2. Users must respect the legal protection provided by copyright and license to programs and data.

3. Any form of unauthorized access, including hacking and other illegal activities, is strictly prohibited for all Library users.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, passwords, or other data belonging to other users. They shall not represent themselves as another user unless explicitly authorized to do so by that user.
5. Users may not modify or damage library hardware or software.
6. Users may not access or distribute pornographic material (See Patron Code of Conduct Policy and Procedures.)

POLICY ENFORCEMENT

Violations of this policy may result in the suspension or loss of Library privileges and/or legal action. Library staff reserve the right to terminate any session that disrupts Library services or violates this policy.

Broome County Public Library Ban Appeal Policy

The Broome County Public Library is committed to providing a welcoming and safe environment for all patrons. In accordance with our Patron Code of Conduct, individuals who commit serious violations may be temporarily or indefinitely banned from library premises by the Library Director (or designee).

The Broome County Public Library Board of Trustees provides a formal process for patrons to appeal these decisions.

How to File an Appeal

Any patron who believes their library privileges have been unjustly restricted is encouraged to appeal the decision. Appeals must be submitted within fourteen (14) days of receiving notice of the ban.

To submit an appeal:

- Complete the official Ban Appeal Form, available online at [Insert Website Link] or in print at the library's circulation desk.
Submit the completed form by email to:
Library.Trustees@broomecountyny.gov
- If you do not have access to a computer, you may call Library Administration at **(607) 778-6407** to request assistance with submitting your appeal. Please note that in-person pickup or drop-off of forms may require an appointment.
- Incomplete or anonymous submissions will not be considered.

Review Process

1. Initial Review

- Upon receipt of a completed appeal form, the President of the Board of Trustees (or their designee) will review the appeal.
- This review will focus on procedural adherence, appropriateness of ban length, and alignment with the Patron Code of Conduct. The underlying facts of the incident will generally not be re-investigated unless new, relevant information is provided.

2. The President (or designee) will:

- Review the evidence related to the incident and the ban

- Consider any documentation submitted with the appeal
- Evaluate whether the stated reasons for the ban are consistent with the Patron Code of Conduct
- Assess whether the ban's duration is reasonable in light of the incident
- Issue a preliminary response to the Board within fourteen (14) days of receiving the completed appeal (this may include a request for additional time up to thirty (30) days)
- Issue a recommendation to the Board

3. Board Decision

- At the next regularly scheduled meeting of the Board following the receipt of the preliminary response from the Board President (or designee), the Board will review the decision of the President (or designee) and supporting documents.
- The Board will issue a written decision within thirty (30) days of the Board meeting at which the ban appeal is reviewed and voted on.
- Possible outcomes:
 - Uphold the ban
 - Adjust the term of the ban
 - Remove the ban
- A two-thirds vote of the full Board is required to remove an indefinite ban.

4. Post-Appeal Conditions

- If the appeal is successful, the patron may be subject to a probationary period, during which further infractions may result in escalated consequences.

Limitations

- **Repeat Appeals:** If an appeal is denied, the patron may not submit another appeal for the same violation for a period of twelve (12) months.
- Scope of Review:** Appeals are not opportunities to contest the facts of the case unless substantive new information is presented. The Board focuses on whether due process was followed and whether the ban is proportionate.

Broome County Public Library – Ban Appeal Form

Submit within 14 days of receiving notice of your ban.

SECTION 1: PATRON INFORMATION

Full Name: _____

Phone Number: _____

Email Address: _____

Mailing Address:

SECTION 2: BAN DETAILS

Date you were notified of your ban: _____

Method of notification (check one):

☐ In-person ☐ Phone ☐ Email ☐ Mail

Duration of ban: _____

SECTION 3: REASON FOR APPEAL

Please explain why you believe your ban should be reconsidered. Focus on whether:

- You believe the process was not followed properly
- The length of the ban is disproportionate
- You have new, relevant information to provide

Use the space below or attach additional pages if needed.

Note: This is not an opportunity to contest the facts unless you have new, relevant information.

SECTION 4: SUPPORTING DOCUMENTATION

Please list and attach any documents you wish the Board to review (e.g., witness statements, personal statements, correspondence).

If you are appealing an indefinite ban, please include documentation demonstrating that you have taken meaningful steps to address the underlying circumstances that led to the ban. Appeals of indefinite bans will not be considered without such supporting evidence.

1. _____
2. _____
3. _____

SECTION 5: PATRON DECLARATION

I affirm that the information provided in this appeal is complete and accurate to the best of my knowledge. I understand that:

- Incomplete or anonymous appeals will not be considered
- The Board of Trustees will focus its review on whether the ban process was followed correctly and whether the ban is proportionate
- If appealing an indefinite ban, I am required to provide documentation of steps I've taken to address the issues that led to the ban
- I may not submit another appeal for the same violation for 12 months if this appeal is denied

Signature: _____

Date: _____

Submit completed form by email to: Library.Trustees@broomecountyny.gov

If you need help completing or submitting this form, please call Library Administration at (607) 778-6407.

In-person drop-off or pickup will require an appointment.

MEMORANDUM OF UNDERSTANDING BETWEEN
THE BROOME COUNTY PUBLIC LIBRARY AND
BROOME COUNTY OFFICE OF EMERGENCY SERVICES

THIS MEMORANDUM OF UNDERSTANDING is by and between the BROOME COUNTY PUBLIC LIBRARY and BROOME COUNTY OFFICE OF EMERGENCY MANAGEMENT SERVICES,

WHEREAS, the Broome County Public Library, located at 185 Court Street, Binghamton New York 13905 is owned by the County of Broome with day to day operations; and

WHEREAS, the Broome County Library Trustees (Library) manage the day to day operation of the library pursuant to an agreement between the County of Broome and the Library Board of Trustees dated April 9, 1985; and

WHEREAS, the Broome County Office of Emergency Services (Emergency Services) is a Department within the County of Broome, a municipal corporation of the State of New York, having offices at the Edwin L. Crawford County Office Building, Binghamton, New York 13902; and

WHEREAS, Emergency Services wishes to establish a back-up 911 call center in currently unused space within the Broome County Public Library; and

WHEREAS, the Library wishes to make approximately 1,351 square feet of space, formerly used as a technical services area, available to Emergency Services for use as a back-up 911 call center; and

NOW, THEREFORE, the parties hereto do mutually agree as follows:

TERM

This Memorandum of Understanding shall commence on January 1, 2025 and end on December 31, 2029, unless sooner terminated by either party as follows. Either party may terminate this agreement upon thirty days written notice of their intention to terminate the arrangement.

SCOPE OF SERVICES

Emergency Services will utilize a portion of the Broome County Public Library constituting approximately 1,351 square feet of space which was formerly used as a technical services area and as depicted generally as the shaded area in the diagram attached hereto as Exhibit "A" for use as a back-up 911 call center.

Emergency Services will be responsible for the expense and scheduling of all upgrades and/or alterations required for the use of the space as a back-up 911 call center including to any telecommunications, electrical, mechanical and/or infrastructure systems. All such

work shall be subject to prior approval of the Library Director and shall be subject to approval by the appropriate representative from of the County including the Department of Public Works and be subject to any necessary approval process. Emergency Services shall be responsible for supplying, installing and maintaining any supplies necessary to the operation of the back-up 911 center including any furniture, backup power, computer or telecommunication devices. The Library shall have the right to direct the removal or reversal of any such improvements, furnishings, supplies or fixtures upon the termination of this agreement.

Emergency Services will also have an equipment shipping and receiving area and roof top of the library. Access to said equipment will be available 24/7. Additionally, Emergency Services will install and maintain a backup generator located in the rear loading dock area of the Library. Garbage generated by Emergency Services will be removed by Emergency Services to a designated area within the Library as designed by the Library Director. Disposal of garbage will be by the Library.

Emergency Services shall have twenty-four-hour access to all space referenced under this Memorandum as arranged through Broome County Security. Emergency Services shall be responsible for additional Broome County Security expenses necessitated by their use of the space.

As required by federal regulation, the emergency services space shall be locked 24/7 and restricted to entry by emergency services personnel only. Due to a Library emergency exit that is currently through the space, this will not be fully achieved until renovations are complete to facilitate a pass around. This work has been agreed upon by Emergency Services, the Library, Broome County Engineering, and the County Executive's Office and every effort will be made to complete it before this MOU is renewed for 2030. The Director of Emergency Services will coordinate with the Director of the Library to arrange for Library staff to obtain the necessary clearances to enter the space when emergency services personnel aren't working there.

COMPENSATION

The Library shall be compensated for the use of space and services at the rate of \$19,000 per year. If this agreement is terminated by either party prior to the expiration of a full yearly term then the compensation shall be prorated on a monthly basis.

INSURANCE

Both the Library and Emergency Services are insured by Broome County, a self-insured entity, and agree that all insurance requirements are deemed satisfied.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by the Library and Emergency Services.

BROOME COUNTY PUBLIC LIBRARY

BROOME COUNTY OFFICE OF
EMERGENCY SERVICES

By _____

By _____

Al Buyck
Library Board of Trustees President

Neal Haight
Director of Emergency Services

Date: _____

Date: _____

April 28, 2025

Josias Bartram
Library Director
Broome County Public Library
185 Court Street
Binghamton, NY 13901

Dear Mr. Bartram, library staff, Friends of the Library, and the BCPL community at large,

I'm writing on behalf of the entire Mary "Midge" Durgin family, who as you know was a longtime supporter of the Broome County Public Library.

Mr. Bartram, it was great speaking with you recently. This is the letter that I referenced when we spoke, which I am happy to be sending off to you and your colleagues today.

The Durgin family would like to express our sincere and deep appreciation for your very kind, thoughtful, and meaningful decision to approve putting in a bird bath in the downtown library garden, in memory of Mary M. Durgin. We are also thankful to her friends who donated money to the library in her name. This includes Ellie Minett, who as you know, reached out to you and others at BCPL specific to this initiative.

We are absolutely thrilled about this decision in that it combines many of Midge's passions. This includes books, the public library and its critical mission, birds, public and human service, and the beautiful library garden of course! She always spoke of the garden and was so dedicated to its care, appearance, and use. All of her children are regular visitors to that beautiful space. I'll add that Midge's house was filled with books. Her backyard created a bird habitat. Her time was spent making a difference in the world and a central part of that effort was volunteering to care for the garden at the library.

We all share those values as noted above, as well as her enthusiasm for the critical importance of the library to all members of the community. In fact, when I was in the Ahearn Room recently to have her taxes prepared, I was so moved while witnessing the "library mission in action." I was so impressed by the sincerely welcoming and helpful nature of the library staff as well as the widespread examples of "people helping people" throughout the entire building. It was a striking example of genuine human compassion and service. It was uplifting! Please share this message and acknowledgement with your library community -- their collective work makes a difference, impacting many in a wide variety of meaningful ways! The Binghamton County Public Library is a special place!

As we discussed, as this effort moves forward we would like to support this process. To assist in this regard, on behalf of the Mary "Midge" Durgin family, we will be sending a \$250.00 donation to help with the purchase of the bird bath. We would like to pay for the memorial plaque as well. As a family we are interested in supporting and participating in this process, such as helping to write the memorial statement consistent with any guidelines that you follow. Additionally, we would love to collaborate and offer input on the selection of the bird bath itself. If additional resources are needed to purchase the item(s) that best fit with that beautiful community space, we are willing to provide additional funds to that end.

Thanks again for your efforts and support of this special memorial initiative. We look forward to future correspondence and contact.

Please feel free to reach out at any time!

Sincerely,

Charles J. Durgin

Charles J. Durgin

On Behalf of the Mary M. Durgin Family

(8 children, 17 grandchildren, 9 great grandchildren, and many friends in Binghamton and beyond)

Contact Information

Charles Durgin

cjdannapolis@gmail.com

443-994-3286

Daniel Durgin

bmoredannyd@gmail.com

443-615-6555