

BCPL Committee Assignments 2026

Executive Committee: Al Buyck, Sarah Glose, Katie Bowers, Olivia Shimkus

Strategic Planning: *Chairperson:* Emily Jones, *Members:* Kelly Sullivan, Charmian Foster, *Community member:* Kate Miller Corcoran

Finance: *Chairperson:* Olivia Shimkus, *Members:* Al Buyck, Tom Jahn, Vikki Collazo, Emily Jones

Nominating: *Chairperson:* Charmian Foster, *Members:* Vikki Collazo, Sarah Glose, Jillian Sandy, Katie Bowers

Personnel: *Chairperson:* Al Buyck, *Members:* Vikki Collazo, Olivia Shimkus, Sharon Bryant

Marketing: *Chairperson:* Jillian Sandy, *Member:* Sarah Glose

DEI: *Chairperson:* Emily Jones, *Members:* Sharon Bryant, Jillian Sandy

Policy: *Chairperson:* Sarah Glose *Members:* Katie Bowers, Kelly Sullivan,

Ad Hoc: Project Management: *Chairperson:* Kelly Sullivan, *Community member:* Kelly Wagstaff

Liaison to Friends of BCPL: Sarah Glose

Liaison to Four County Library: _____

BOARD OF TRUSTEES
Agenda – February 12, 2026

CALL TO ORDER - 5:30pm

Members Present: Al Buyck, Katie Bowers, Charmian (Charm) Foster, Sharon Bryant, Olivia Shimkus, Alex Fisher, Jillian Sandy, Kelly Sullivan, Tom Jahn, Emily Jones, Sarah Glose

Not Present: Vikki Collazo

Also Present: Kelly Wagstaff, Josias Bartram, Sherry Kowalski, Michelle Brandone, Alex Fisher, Lauren Canfield

GUESTS: Kelly Wagstaff - Friends of the Library – new President, Lauren Canfield - Library Science Student

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

MINUTES: December 11

- Edit: Josias will adjust the number of attendees to the D&D sessions to reflect staff feedback 🧸👨
- **Motion to approve the December Minutes with edit: Emily Jones, Second: Jillian Sandy. Passes unanimously.**

APPOINTMENTS & RESIGNATIONS: None

NEW BUSINESS

- Friends of the Library – new President
 - Welcome Kelly Wagstaff! 🙌
- Hoopla Contract
 - Standard contract that covers us and several area
 - **Motion to approve the Hoopla contract: Kelly Sullivan, Second: Jillian Sandy. Passes unanimously.**
- Committee nominations
 - 2026 Executive Committee
 - President - Al Buyck
 - VP - Sarah Glose
 - Treasurer - Olivia
 - Secretary - Katie
 - No nominations from the floor
 - **Motion to accept the slate of officers: Charm Foster, Second: Jillian Sandy. Passes unanimously.**
 - **Strategic Planning**
 - Chairperson: Emily Jones
 - Kelly Sullivan, Charm Foster, Community Member: Kate Miller-Corcoran

- **Finance**
 - Chairperson: Olivia Shimkus
 - Al Buyck, Tom Jahn, Emily Jones, Vikki Colazzo
- **Nominating**
 - **Chairperson:** Charm Foster
 - **Members:** Vikki Colazzo, Sarah Glose, Jillian Sandy, Katie Bowers
- **Personnel**
 - **Chairperson:** Al Buyck
 - **Members:** Vikki Colazzo, Olivia Shimkus, Sharon Bryant
- **DEI**
 - **Chairperson:** Emily Jones
 - **Members:** Sharon Bryant, Jillian Sandy
- **Marketing**
 - **Chairperson:** Jillian Sandy
 - **Members:** Sarah Glose
- **Policy**
 - **Chairperson:** Sarah Glose
 - **Members:** Katie Bowers, Kelly Sullivan
- **Ad Hoc Project Management**
 - **Chairperson:** Kelly Sullivan
 - Community members: Kelly Wagstaff
 - Seeking more community members
- Friends Liaison
 - Sarah Glose
- 4CLS Board Liaison
 - Unfilled
- **Motion to approve the committee assignments: Al Buyck, Second: Emily Jones. Passes unanimously.**

OLD BUSINESS

- Board docs
- Board list and chronology - updated
 - To be updated to reflect new committee assignments
 - This will be posted by Josias to the Board docs portion of the website
- Budget updates
 - Financial reports reflect changes at the county level.
 - New payroll system
 - Absence of County Budget Director, new Acting County Budget Director
 - Budget report 2025
 - Went slightly over budget on payroll and benefits
 - Cut contractual expenses by 4%
 - Positive contribution to fund budget, will help to fund 2026
- Construction/projects
 - Had meeting this afternoon, renovations in back rooms will start mid-March
 - Starting with upstairs bathrooms. Once completed, front bathrooms will close for renovation.

- Ecstatic that this is moving forward! 🎉😊🎉😊
- Balance of remaining construction aid will go towards security cameras and, if possible, security office.
- Timeline: upstairs bathrooms will be done by 105 days after Notice to Proceed issued.
- The door from youth services to the garden will likely have to go back to bid as a separate project, but the design and approval is done.
- Kelly Sullivan has been researching converter costs for solar panels. Finishing getting the panels back up is a priority. ☀️

REPORTS

- EOY 2025 Financials
- January Financials
- Director's Report
 - Currently have an open PT position. The hiring freeze is lifted, but most hiring is happening slowly.
 - Payroll system migration has been somewhat cumbersome.
 - Union contract is under negotiation.
- December & January Staff Reports
 - Tax help is going very well. Highly utilized and have the necessary booklets.
 - Still awaiting promised computers - we are told they have been purchased
 - Sherry and Michelle attended Advocacy Day!
 - Discussion of new door counters coming in with new security camera project
 - Website analytics - we had a spike, which we believe is due to people checking for snow closures
- Committee Reports
 - Executive
 - Discussion of Josias' review process
 - Strategic Planning
 - Finance
 - Nominating
 - Seeking community members for DEI committee
 - Personnel
 - Marketing
 - DEI
 - Policy
 - Ad Hoc
- Friends
 - New President!
 - Will be seeking book donations for sales following March 📚📚📚

Motion to adjourn at 6:21pm: Jillian Sandy, Second: Tom Jahn. Passes unanimously.

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Emergency Closings

Last Updated Date

February 13, 2025

The Library Board had adopted the following Broome County policy regarding closing of operations due to emergency situations:

The closing of County operations may at times be required by unforeseen circumstances. Those circumstances may include hazardous weather conditions, breakdown of building utilities such as to create a health hazard, and other emergency conditions. Following is the County's policy with respect to employee attendance as it relates to such closings:

1. All employees of a department or unit are employees of Broome County regardless of the status and appointment of any department.
2. The authority to close County operations, in whole or in part, and to excuse employee absences as a result of such closing rests solely with the County Executive or his designee [Library Director and/or Library Board of Trustees President].
3. Employee absences will be excused without charge to accrued leave time only when the operation in which they work has been officially closed by the County Executive or his designee.
4. Library Director or designee may at his/her discretion excuse employees from their work with appropriate charge to accrued time. Employees without such time accrued may be allowed to leave without pay. (Sick leave, as always, may only be used in the case of illness.)
5. Library Director or designee must advise the Deputy County Executive when he/she believes a condition exists which requires that the operation should be closed, and employees excused.

Additionally, the Library Board recognizes that staff may need additional time to reach the Library when weather conditions are challenging and while a final decision about closing is still being made. Therefore, the Library will automatically delay opening by 2 hours whenever the Binghamton City School District is closed or delayed for weather related reasons (other than those purely based on temperature) and a decision to close the Library hasn't already been made. On Saturdays, the designated Building Supervisor has the authority to delay opening by 2 hours when the Library Director and Assistant Library Director can't be reached. All Building Supervisors will be provided with a list of who to notify in these circumstances, including the Library Board.

Stay Up to Date

Get the latest updates about what's happening at the library!

[Subscribe to the monthly newsletter](#)

DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY OR TO THE FEDERAL COMMUNICATIONS COMMISSION

**Schools and Libraries Universal Service
 Certification by Administrative Authority to Billed Entity of
 Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
 (To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: BCPL2026
 Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority Broome County Public Library		2. Funding Year 2026
3. Mailing Address and Contact Information for Administrative Authority		
Street Address, P. O. Box or Route Number 185 Court Street		
City Binghamton	State NY	Zip Code 13901
Name of Contact Person Josias Bartram		
Telephone Number 607-778-6400	Fax Number 607-778-6429	Email Address Josias.Bartram@broomecountyny.gov

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

Name of Administrative Authority Broome County Public Library
 Administrative Authority's Form Identifier BCPL2026
 Contact Person Josias Bartram
 Telephone Number 607-778-6400

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

(FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.

c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person	8. Date
9. Printed name of authorized person	
10. Title or position of authorized person	
11. Telephone number of authorized person	

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

Date: March 12, 2026

RE: Letter of Agency for Funding Year 2026-2027

This is to confirm our participation in the Four County Library System E-rate Consortium for the procurement of internet access and automation system equipment. I hereby authorize the Four County Library System to submit FCC Form 470, FCC Form 471, and other Schools and Libraries (E-rate) Program forms to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the library.

I understand that, in submitting these forms on our behalf, you are making certifications for the library. By signing this Letter of Agency, I make the following certifications:

- a) I certify that our library is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996, Pub. L. No. 104-208, section 211 et seq., 110 Stat. 3009 (1996) that does not operate as for-profit business and whose budget is completely separate from any school (including, but not limited to elementary, secondary schools, colleges, or universities).
- b) I certify that our library has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance and electrical capacity, necessary to use for services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entity I represent has secured access to all of the resources to pay for the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- c) I certify that the services the library purchases at discounts provided by 47 U.S.C. section 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. section 54.500 (et seq.).
- d) I certify that our library has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- f) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statutes and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such

records available to the Administrator. I acknowledge that I may be audited pursuant to participation of the Schools and Libraries (E-rate) Program.

- g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. sections 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. section 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to the Four County Library System for E-rate submission is true.

Name of Entity _____

Signature _____

Date _____

Printed Name _____

Title _____