

BOARD OF TRUSTEES  
Agenda – October 9, 2025

CALL TO ORDER - 5:32pm

Members Present: Al Buyck, Sarah Glose, Kelly Sullivan, Katie Bowers, Charmian Foster, Tom Jahn

Not Present: Emily Jones, Sarah Glose, Jillian Sandy, Olivia Shimkus, Vikki Collazo

Also Present: Josias Bartram, Sherry Kowalski, James Ingram, Michelle Brandone, Alex Fisher, Rebecca Stone

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

MINUTES: August 14, 2025

- **Motion to approve the August Minutes: Charm Foster, Second: Al Buyck. Passes unanimously.**


RESIGNATIONS:

- **None**

APPOINTMENTS:

- **None**

NEW BUSINESS

- 25th Anniversary Celebrations
  - Public event: Birthday Party during the day on 11/15
  - Murder mystery 6pm 
    - All proceeds support Youth Services
    - Board members, please let Josias know if you wish to attend (and you do!)
  - Closing early on 11/15
    - **Motion to approve closing early on 11/15 at 3pm: Sarah Glose, Second: Kelly Sullivan. Passes unanimously.**
- Budget cuts
  - 2025
    - We have been asked to cut 5% in our contractual expenses for this year. At this point in the year, the best we are able to do is 2%, which has been noted with the county.
    - **Motion to approve committing to cutting up to 2% for contractual expenses in 2025: Al Buyck, Second: Sarah Glose. Passes unanimously.**

- 2026
  - We will not be getting any personnel requests, but fortunately, we are not losing any positions and staff will still receive COLA raises.
  - We will be receiving cuts to our contractual expenses - this is happening to everyone across the county.
  - Most of the cuts are in supplies and collections. Projections are included in the board packet.
  - Budget ups and downs are common and department heads have been briefed, and there is a solid plan.
  - Among other cuts, we will be ending maintenance for microfiche machines, reducing borrows from Hoopla, renegotiating our Hoopla agreements with local libraries
- Contracts
  - Envisionware
  - **Motion to approve annual renewal of Envisionware contract: Sarah Glose, Second: Kelly Sullivan. Passes unanimously.**
- Policies – for review
  - Display/Exhibit Policy
    - Please review in the board packet and offer feedback to Sherry
    - Add “responsibility to coordinate hanging of artwork” 🖼️

## OLD BUSINESS

- Policies – for approval
  - Emergency Evacuation
    - **Motion to approve the Emergency Evacuation policy: Charm Foster, Second: Sarah Glose. Passes unanimously.**
- Construction/projects
  - Still in code review. Original plan was to go to bid in June - at present, we do not have an updated timeline.
  - Solar panel reinstall is this under discussion. Initial reinstall will be somewhat costly, but will save a great deal of money in the long run. ☀️👷

## EXECUTIVE SESSION

- **Motion to move to Executive Session: Sarah Glose, second Al Buyck. 6:25pm.**
- **Motion to close Executive Session: Sarah Glose, second Charm Foster. 6:56pm.**

## REPORTS

- August & September Financials
- Director's Report
  - Staff Development Day on Monday! Riding the
  - Fire drill, Code ADAM, and Active Shooter drill
  - Also riding a trolley to STIC's escape rooms!

- August & September Staff Reports
- Committee Reports
  - Executive Committee
  - Strategic Planning: Going to begin review in light of the austerity measures
  - Finance
  - Nominating
  - Personnel
  - Marketing
  - DEI
  - Policy: Meeting on Tuesday
  - Ad Hoc: Project Management
- Friends
  - Meeting next week!

**Motion to adjourn: Kelly Sullivan, Second Sarah Glose. Passes unanimously at 6:57pm.**

To Kathleen Shores and to whom it may concern,

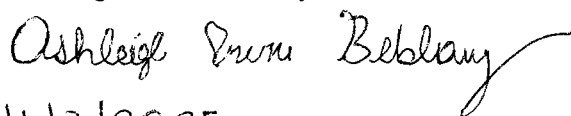
I'm writing this letter as my resignation from my position as a library clerk at the Broome County Public Library. My last day of work will be Saturday, 11/29/25.

I want to say thank you to Kathleen, Michelle, Kelsey, Josias, and the board of trustees for the opportunity to work at the Broome County Public Library this year. Additionally, I would like to express my sincere appreciation for all my wonderful colleagues and for everyone who keeps the library alive and thriving.

I value the time that I've been with the Broome County Public Library greatly, as the crucial skills and experience I've gained will assist greatly on my journey through my MLIS program and into professional librarianship.

If there's anything I can do to help make the transition during my last month go more smoothly and easily, please let me know.

All the very best,  
Ashleigh Irene Beblavy

A handwritten signature in cursive script that reads "Ashleigh Irene Beblavy". The signature is written in dark ink and has a fluid, personal style.

11/3/2025



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## \$10,000 Gifts for Carnegie Libraries; Join Andrew Carnegie's Foundation in Celebrating Nation's 250th Anniversary

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**From** Carnegie Corporation of NY - Office of the President <carnegielibraries@carnegie.org>

**Date** Mon 10/27/2025 4:00 PM

**To** Bartram, Josias K. <Josias.Bartram@broomecountyny.gov>

You don't often get email from carnegielibraries@carnegie.org. [Learn why this is important](#)

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Dear Broome County Public Library,

I am delighted to inform you that the foundation established by Andrew Carnegie, [Carnegie Corporation of New York](#), is awarding a \$10,000 gift to your library and to all Carnegie Libraries nationwide in commemoration of the 250th anniversary of the signing of the Declaration of Independence.

Andrew Carnegie funded the construction of 1,681 free public libraries in the United States between 1886 and 1917, driven by his belief that they were "cradles of democracy." As part of our [Carnegie Libraries 250](#) special initiative, we contacted each library and established that about 1,280, including yours, still operate as libraries and acknowledge their association with Carnegie, making them eligible for the celebratory gift.

Your library can expect to receive a check in January 2026. You may use the funds however you wish to celebrate the anniversary, further your mission, and benefit your community. If your library system includes multiple Carnegie Libraries or branches, each one will receive \$10,000. Instructions for receiving your gift are provided below.

On behalf of the foundation, thank you for the many ways you serve your communities. My hope is that this gift serves as a recognition of your commitment, our founder's legacy, and the importance of this milestone in our nation's history.

Best regards,

[Dame Louise Richardson](#)

President, Carnegie Corporation of New York

PS this is a repeat of an email originally sent on 10/22

### Instructions for Receiving Your Gift

To process your gift, we will require a W-9 form for your organization. You can download a blank form [here](#). You may submit the completed W-9:

- [Online to our secure upload site](#)
- By mail to:  
James Marsden, President's Office  
Carnegie Corporation of New York  
437 Madison Avenue Floor 31  
New York, NY 10022

Please send us your W-9 by **November 14, 2025**, to receive your gift. If we have any questions about your organization's eligibility or charitable status, we will contact you at this email address or by phone.

Our Communications team has prepared a media toolkit to help you announce your gift and showcase how your library puts it to use. Access it [here](#). You will also receive, or may have already received, an email from our Communications team with additional guidance on sharing the news.

Read the [news release](#).

Learn more in [The New York Times](#).

Interested in Carnegie's library news? Subscribe to [Unstacked](#), our newsletter for library lovers.



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You are receiving this email because we believe based on public information you are a representative of one of the Carnegie Libraries

**Our mailing address is:**

Carnegie Corporation of New York  
437 Madison Ave Fl 31  
New York NY 10022-7001  
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**⚠ CAUTION:** This email originated from outside the organization. BE SUSPICIOUS of any links in the email. If this email is asking for something unusual, do not reply to the email. Contact the sender through another method, or contact Broome County IT for help.



## 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 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, 2026 and will extend until March 31, 2027.

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Board President  
Broome County Public Library

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Kathy Starks, Board President  
Four County Library System

<div>  <div> <div>BROOME COUNTY</div> <div>NEW YORK</div> </div> </div> <div>Account</div>	2024 Actuals	2025 Budget	2025 Budget Amended	2025 YTD Actuals As of 9/18/25	2026 Budget Requested	2026 Budget Recommended	% Change	2026 Budget Modified
<b>A0000040 - Contractual Expenditures</b>	<b>482,476</b>	<b>489,490</b>	<b>493,167</b>	<b>338,872</b>	<b>487,228</b>	<b>439,406</b>	<b>(10.23)%</b>	<b>449,406</b>
6004012 - OFFICE SUPPLIES	6,833	2,060	2,060	2,843	2,060	1,854	(10.00)%	1,854
6004021 - BLDG MAINTENANCE SUPPLIES	2,220	1,030	1,030	393	1,030	927	(10.00)%	927
6004022 - FUEL AND HEATING SUPPLIES	14,254	22,000	22,000	10,570	20,000	18,000	(18.18)%	18,000
6004023 - BLDG AND GROUNDS SUPPLIES	4,100	4,429	4,429	1,819	4,429	3,986	(10.00)%	3,986
6004048 - MISC OPERATIONAL SUPPLIES	121	4,000	3,703	-	2,000	1,800	(55.00)%	1,800
6004055 - COMPUTER SOFTWARE AND SUPPLIES	69,619	72,461	72,461	72,109	67,923	61,131	(15.64)%	67,923
6004056 - COMPUTER EQUIPMENT(NON CAPITAL	311	3,000	3,000	-	1,500	1,350	(55.00)%	1,000
6004070 - BOOKS ADULT SERVICES	63,682	69,577	72,296	46,063	65,000	58,500	(15.92)%	58,500
6004071 - JUVENILE BOOKS	53,538	55,620	56,578	31,277	50,000	45,000	(19.09)%	45,000
6004073 - SUBSCRIPTIONS	5,052	9,700	9,700	5,268	9,672	8,705	(10.26)%	8,705
6004074 - AUDIOVISUAL MATERIALS	21,420	25,000	25,000	12,017	15,000	13,500	(46.00)%	12,514
6004075 - ELECTRONIC ACCESS MATERIALS	60,954	53,450	53,450	43,667	71,147	64,032	19.80%	64,032
6004100 - POSTAGE AND FREIGHT	1,435	1,400	1,400	1,407	1,500	1,350	(3.57)%	1,350
6004105 - DUES AND MEMBERSHIPS	1,288	1,500	1,832	1,832	1,823	1,641	9.40%	1,641
6004112 - BLDG GROUNDS AND EQUIP REPAIR	4,617	3,000	3,000	1,136	3,000	2,700	(10.00)%	2,700
6004113 - WATER AND SEWAGE CHARGES	3,272	3,200	3,200	2,428	3,200	2,880	(10.00)%	3,200
6004115 - ELECTRIC CURRENT	70,606	60,000	60,000	57,302	79,000	71,100	18.50%	71,100
6004117 - BUILDING AND GROUNDS EXPENSES	40,837	42,244	42,244	11,616	42,244	38,020	(10.00)%	42,244
6004136 - OPERATIONAL EQUIPMENT REPAIRS	-	3,090	3,090	3,319	2,000	1,800	(41.75)%	1,800
6004137 - ADVERTISING AND PROMOTION EXPE	1,741	3,000	3,000	2,817	3,000	2,700	(10.00)%	2,700
6004138 - OTHER OPERATIONAL EXPENSES	24,513	20,000	20,000	10,942	15,000	13,500	(32.50)%	13,500
6004160 - MILEAGE AND PARKING-LOCAL	764	700	700	529	600	540	(22.86)%	540
6004161 - TRAVEL HOTEL AND MEALS	1,466	2,000	2,000	706	2,000	1,800	(10.00)%	1,800
6004162 - EDUCATION AND TRAINING	2,804	2,000	2,000	1,155	3,000	2,700	35.00%	2,700
6004193 - HARDWARE MAINTENANCE	2,800	9,025	9,025	6,025	6,100	5,490	(39.17)%	5,490
6004196 - COPYING MACHINE RENTALS	16,519	10,000	10,000	5,837	9,000	9,000	(10.00)%	9,000
6004573 - OTHER FEES FOR SERVICES	4,139	6,000	5,965	5,775	6,000	5,400	(10.00)%	5,400
<b>A0000041 - Chargeback Expenses</b>	<b>278,349</b>	<b>220,165</b>	<b>220,165</b>	<b>80,014</b>	<b>244,659</b>	<b>244,659</b>	<b>11.13%</b>	<b>244,659</b>
6004602 - INSURANCE PREMIUM CHARGEBACK	26,181	26,606	26,606	13,303	48,298	48,298	81.53%	48,298
6004604 - DPW SECURITY CHARGEBACKS	105,991	125,080	125,080	31,270	116,280	116,280	(7.04)%	116,280
6004606 - TELEPHONE BILLING ACCOUNT	5,963	5,882	5,882	2,941	5,686	5,686	(3.33)%	5,686
6004609 - DATA PROCESSING CHARGEBACKS	55,603	57,499	57,499	28,750	68,297	68,297	18.78%	68,297
6004617 - DUPLICATING/PRINTING CHARGEBAC	-	92	92	-	92	92	0.00%	92
6004618 - OFFICE SUPPLIES CHARGEBACK	-	6	6	-	6	6	0.00%	6
6004619 - BUILDING SERVICE CHARGEBACK	5,000	5,000	5,000	3,750	6,000	6,000	20.00%	6,000
6004634 - Indirect Costs - Excess of Bud	79,611	-	-	-	-	-	-	-

A0000060 - Principal on Indebtedness	54,427	74,700	74,700	74,700	67,578	67,578	(9.53)%	67,578
6006000 - PRINCIPAL ON SERIAL BONDS	6,849	7,123	7,123	7,123	-	-	(100.00)%	-
6006001 - PRINCIPAL ON BANS	47,578	67,577	67,577	67,577	67,578	67,578	0.00%	67,578
A0000070 - Interest on Indebtedness	8,219	11,135	11,135	11,135	6,569	6,569	(41.01)%	6,569
6007000 - INTEREST ON SERIAL BONDS	628	212	212	212	-	-	(100.00)%	-
6007001 - INTEREST ON BANS	7,591	10,923	10,923	10,923	6,569	6,569	(39.86)%	6,569
A0000080 - Employee Benefits	654,571	753,669	753,669	460,704	788,085	748,557	(0.68)%	748,557
6008001 - STATE RETIREMENT	103,413	152,059	152,059	82,971	162,052	150,970	(0.72)%	150,970
6008014 - NYS ERS VDC EXPENSE	6,967	7,385	7,385	4,612	7,752	7,752	4.98%	7,752
6008002 - SOCIAL SECURITY	79,090	91,751	91,751	54,481	99,895	93,268	1.65%	93,268
6008004 - WORKERS COMPENSATION	6,304	6,889	6,889	3,445	7,472	7,472	8.46%	7,472
6008006 - LIFE INSURANCE	94	190	190	67	220	200	5.26%	200
6008007 - HEALTH INSURANCE	133,753	163,740	163,740	99,256	182,884	167,444	2.26%	167,444
6008009 - RETIREE HEALTH INSURANCE	324,455	328,156	328,156	214,397	324,311	317,952	(3.11)%	317,952
6008013 - HEALTH INS - RETIRE INCENTIVE	496	-	-	-	-	-	-	-
6008011 - UNEMPLOYMENT INSURANCE	-	-	-	1,475	-	-	-	-
6008012 - EMPLOYEE TUITION REIMBURSEMENT	-	3,500	3,500	-	3,500	3,500	0.00%	3,500
Exp Total for Div: D40000008	2,555,166	2,748,514	2,752,191	1,710,070	2,899,932	2,725,958	(0.82)%	2,735,958
Total for Div: D40000000	-112,921	-250,000	-253,677	20,290	-350,000	-350,000	(40.00)%	-350,000

## Display/Exhibit Policy

Broome County Public Library provides art exhibit and display space for public use. The Art Exhibit and Display Policy is developed in accordance with the Library's mission, vision, and values. Exhibit and display spaces are available to individuals and community nonprofit groups on equal terms regardless of opinion or affiliation. The Library does not sponsor nor endorse the views of any individual or group using the exhibit and display spaces.

We will exercise judgment as to current usefulness or interest. Exhibitors should be aware that the Library is a public space where all people are welcome. Exhibits should be suitable for viewing by all ages. We reserve the right to refuse or remove any material judged unsuitable, or to rescind an exhibit in violation of this policy. The acceptability of a display is at the discretion of the Library Director in collaboration with the Board of Library Trustees. Anyone who believes they were unfairly denied the ability to display artwork in the Library may submit a written request for reconsideration to the attention of the Library Board, Broome County Public Library, 185 Court Street, Binghamton, NY 13901 or email [Library.Trustees@broomecountyny.gov](mailto:Library.Trustees@broomecountyny.gov).

Exhibitions remain on display for one calendar month, scheduled by the Exhibit Coordinator. Artwork will be hung on the first of the month, or shortly thereafter, and dismantled on the last day of the month. The Exhibitor will need to arrange a time and date for installation and deinstallation of the exhibit with the Exhibit Coordinator. The individual or group reserving space is required to utilize the hanging hardware provided by the Library. The individual or group reserving the space shall provide all other supplies for displaying materials and is responsible for installing and removing works. The exhibit coordinator will assist the exhibitor if a ladder is required to hang artwork. No labels, signs, or artwork can be attached to any walls without both the item and the means of adhesion being approved by the Exhibit Coordinator. The individual or group installing the display shall be responsible for any damage caused to the exhibit space while installing or removing the exhibit or display. Any unclaimed artwork will become the property of the Broome County Public Library and may be stored or disposed of at the Library's discretion. The condition of unclaimed artwork will not be guaranteed.

No prices may be posted on items on display, nor may an admission fee be charged. No transaction for the purchase or sale of display items may be conducted on the premises. The artist's biography may be posted alongside the show as well as the artist's contact information.

Broome County Public Library has a building alarm system and security cameras. The Library is released from any liability that may result from theft of or damage to an exhibit, in whole or in part, while on display at the Library. Artists and collectors presenting displays shall provide their own insurance coverage.

Exhibitors may reserve the Library's meeting room space for a reception. Use of a meeting room requires a separate application and is subject to the guidelines outlined in the Library's meeting room policy. No alcoholic beverages may be served.

The artist may give a brief description of the exhibit to the Exhibit Coordinator if they would like mention of the exhibit made in the library newsletter, the Library's website, and social media posts. A photo of the exhibit may be posted on the Library's web page and social media posts.