BOARD OF TRUSTEES

Agenda –August 14, 2025

CALL TO ORDER – 5:30pm

Members Present: Al Buyck, Vikki Collazo, Charmian Foster, Sarah Glose, Tom Jahn, Emily Jones, Jillian Sandy

Not Present: Katie Bowers, Olivia Shimkus, Kelly Sullivan

Also Present: Josias Bartram, Michelle Brandone, Sharon Bryant, Alex Fisher, James Ingram, Sherry Kowalski, Kathleen Shores

GUESTS: None

AMENDMENTS TO THE AGENDA: Professional development discussion is no longer on the agenda

PUBLIC COMMENTS: None

MINUTES: July 10

- **Motion to approve the July minutes: Vikki Collazo, Second: Al Buyck. Passes with one abstention.**

RESIGNATIONS:

- Jan Evangelisti -- FT Library Clerk
- **Motion to approve resignation: Emily Jones, Second: Sarah Glose. Passes unanimously.**

APPOINTMENTS:

- Jan Evangelisti -- PT Library Clerk
  - **Motion to approve: Al Buyck, Second: Charm Foster. Passes unanimously.**
- Ezhara Morpho -- FT Library Clerk (promotion)
  - **Motion to approve: Vikki Collazo, Second: Al Buyck. Passes unanimously.**
- Nursel Bagsever -- FT Library Clerk (reappointment)
  - **Motion to approve: Charm Foster, Second: Sarah Glose. Passes unanimously.**
- Sivan Johnson -- Library Assistant: Reference and Computer Assistant
  - **Motion to approve: Charm Foster, Second: Tom Jahn. Passes unanimously.**
- Many of these appointments are promotions due to so many incredible people working in the library. 🌟
- We are welcoming Sivan Johnson as a new employee! 🎉

NEW BUSINESS

- Prospective trustee – Dr. Sharon Bryant
    - Sharon is a medical sociologist at Binghamton University, Associate Dean of Diversity, Equity, and Inclusion for Decker College, and Associate Director of the Harriet Tubman Center for the Study of Freedom and Equity.
    - Is interested in potential collaborations between the library and students in the Master's of Public Health program, among others
    - Has experience with budget and grant management
    - Has worked with students from middle school through doctoral programs
    - Loves the library! 📚

- Policies – initial review
    - Emergency Evacuation
    - Exhibits
    - These are presented for the trustees' initial review. Voting on approval of policies will be for a later meeting.
    - Thanks to Josias and Sherry for working on these!

OLD BUSINESS

- 2026 Budget proposal
    - There are some changes to the proposal, which merit a new vote to approve
    - The primary change is that the expenses are expected to be $250,000 higher than revenue
        - This is a way to begin spending down the fund balance
        - Goal is to maintain a fund balance large enough to cover things that arise without letting it get too large
    - Does not include increase for CSEA as contract has not yet been negotiated
    - No concerns about the budget are anticipated from the county
- **Motion to approve: Vikki Collazo, Second: by Sarah Glose. Passes unanimously.**

- Policies – for approval
    - Internet Policy
    - **Motion to approve: Al Buyck, Second: Vikki Collazo. Passes unanimously.**

- Construction/projects
  - Still with code review
  - Next step will be going to bid; not sure of the timeline
  - It's slow progress, but progress!

- Security update - peer support, bus shelter, bans & staff safety
  - Broome Co. removed bench and shelter from bus stop by the library
  - The bus stop is still there
    - Additionally, there is a bus shelter across the street for public use
  - There were mixed reactions on social media
  - This was a difficult decision but a necessary step; staff and patrons have noticed positive changes
  - Josias did an interview with Jim Ehmke to provide more context for this decision
  - Long term bans have been effective for patrons causing major disruptions and safety concerns
  - For peer support, UHS is now providing 6 hours / week
  - UHS has been very self-sufficient and able to make referrals as well as manage issues that arise
  - The plan is to continue partnering with local organizations
  - Upstairs restrooms are still closed
  - The intention is to reopen these after the renovation is complete, though this is subject to change should the project go on for an extended time
  - The closure of the upstairs restrooms has helped to disrupt some safety concerns

REPORTS

July Financials

- Overall budget is solid and being spent as expected
- Emergency Services rent will be going to legislature in September and should be paid this budget year

Director's Report

Staff Reports

- Farm to Library is going well

- o Not as many donations as usual due to weather (esp. storms)
  - o There has been significant community buy-in
  - o Thanks to Sherry, as well as Michelle, James, and Josias, for their help with Farm to Library
- Check out the tiny art exhibit on display!
- There is also a new art exhibit up
- Circulation is happy to be (almost) fully staffed! The hiring process has gone well.
  - o Only one PT Library Clerk position currently unfilled.
- The trustees expressed their appreciation for the popular Caturday social media post from Cher. 🐱
- A significant increase in reference transactions in the recorded statistics.
  - o Not sure if there's a particular reason
  - o The last month was especially busy with lots of printing and questions answered by phone

Committee Reports

- Executive
- Strategic
- Finance
- Nominating
  - o We have a trustee nominee!
  - o Charm will be checking in with trustees who are approaching the end of their term to determine if they will be continuing
  - o After the current art show ends, there will be an exciting collaborative exhibit with the Historical Society
- Personnel
- Marketing
- DEI
- Policy
  - o Planning to meet in a couple of weeks
- Ad Hoc
- Friends
  - o Will meet next week
  - o There will be an official new president, anticipated start in January
  - o Two events are being organized for the 25th anniversary: a birthday party (free & with cake!) and a murder mystery cocktail hour (ticketed)
  - o Trustees interested in helping with planning should contact Josias

- **Motion to enter into executive session at 6:18pm: Sarah Glose, Second Emily Jones. Passes unanimously.**

- **Motion to exit executive session at 6:20pm: Sarah Glose, Second Al Buyck. Passes unanimously.**

- **Motion to approve Sharon Bryant as a trustee: Sarah Glose, Second Vikki Collazo. Passes unanimously.**
    - Welcome, Sharon! Pending all of the official governmental steps.

Motion to adjourn: Emily Jones, Second: Vikki Collazo. Passes unanimously at 6:23pm.

YOU ARE CORDIALLY INVITED
to a

MURDER MYSTERY PARTY & FUNDRAISER

Celebrating 25 years at the Jeffrey P. Kraham Building

$50 tickets available at
tinyurl.com/bcpl25th

Ticket sales help support Youth Services programs

6:00 PM SATURDAY NOVEMBER 15, 2025
BROOME COUNTY PUBLIC LIBRARY

185 COURT ST, BINGHAMTON, NY

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Account	Budget - original	Budget - austerity		YTD Actuals		Encumbered		Remaining	
Contractual Expenditures									
6004002 MAT & SUPPLIES-PAINT	0	15		15		0		0	0%
6004012 OFFICE SUPPLIES	2,060	5,650	274.27%	3,033	54%	2,204	39%	413	7%
6004021 BLDG MAINTENANCE SUPPLIES	1,030	1,500	145.63%	393	26%	857	57%	250	17%
6004022 FUEL AND HEATING SUPPLIES	22,000	18,000	81.82%	10,682	59%	0	0%	7,318	41%
6004023 BLDG AND GROUNDS SUPPLIES	4,429	5,000	112.89%	1,856	37%	2,269	45%	875	18%
6004048 MISC OPERATIONAL SUPPLIES	4,000	0	0.00%	0		0		0	
6004055 COMPUTER SOFTWARE AND SUPPLIES	72,461	72,109	99.51%	72,109	100%	0	0%	0	0%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	3,000	0	0.00%	0		0		0	
6004070 BOOKS ADULT SERVICES	72,296	64,000	88.53%	50,482	79%	13,055	20%	463	1%
6004071 JUVENILE BOOKS	56,578	50,000	88.37%	33,658	67%	15,516	31%	827	2%
6004073 SUBSCRIPTIONS	9,700	5,268	54.31%	5,268	100%	0	0%	0	0%
6004074 AUDIOVISUAL MATERIALS	25,000	15,500	62.00%	13,134	85%	11,591	75%	-9,225	-60%
6004075 ELECTRONIC ACCESS MATERIALS	53,450	66,000	123.48%	43,667	66%	0	0%	22,333	34%
6004100 POSTAGE AND FREIGHT	1,400	2,130	152.14%	1,407	66%	298	14%	425	20%
6004105 DUES AND MEMBERSHIPS	1,500	1,832	122.13%	1,832	100%	0	0%	0	0%
6004112 BLDG GROUNDS AND EQUIP REPAIR	3,000	3,815	127.17%	2,516	66%	316	8%	982	26%
6004113 WATER AND SEWAGE CHARGES	3,200	3,678	114.94%	2,428	66%	0	0%	1,250	34%
6004115 ELECTRIC CURRENT	60,000	85,000	141.67%	63,251	74%	0	0%	21,749	26%
6004117 BUILDING AND GROUNDS EXPENSES	42,244	30,000	71.02%	14,340	48%	8,998	30%	6,662	22%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,090	5,029	162.75%	3,604	72%	0	0%	1,425	28%
6004137 ADVERTISING AND PROMOTION EXPE	3,000	3,100	103.33%	2,881	93%	0	0%	219	7%
6004138 OTHER OPERATIONAL EXPENSES	20,000	15,000	75.00%	12,063	80%	3,114	21%	-177	-1%
6004160 MILEAGE AND PARKING-LOCAL	700	800	114.29%	529	66%	0	0%	271	34%
6004161 TRAVEL HOTEL AND MEALS	2,000	1,600	80.00%	706	44%	0	0%	894	56%
6004162 EDUCATION AND TRAINING	2,000	1,815	90.75%	1,215	67%	0	0%	600	33%
6004193 HARDWARE MAINTENANCE	9,025	6,025	66.76%	6,025	100%	0	0%	0	0%
6004196 COPYING MACHINE RENTALS	10,000	10,000	100.00%	6,558	66%	0	0%	3,442	34%
6004504 OTHER FINANCIAL SERVICES	4	4	97.75%	4	100%	0	0%	0	0%
6004573 OTHER FEES FOR SERVICES	6,000	9,000	150.00%	6,519	72%	0	0%	2,481	28%
Total	**493,167**	**481,855**	**97.71%**	**360,160**	**75%**	**58,218**	**12%**	**63,477**	**13%**

Account	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
A0000040 - Contractual Expenditures	**482,476**	**489,490**	**493,167**	**338,872**	**487,228**	**439,406**	**(10.23)%**	**450,742**
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)%	1,350
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)%	13,500
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
A0000041 - Chargeback Expenses	**278,349**	**220,165**	**220,165**	**80,014**	**244,659**	**244,659**	**11.13%**	**244,659**
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)%**	**2,725,958**
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.

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. 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.

Broome County Public Library
Application for Exhibit Space

Date: _____

Request Date of Installation: _____ Request Date of Deinstallation: _____

Name of Artist/Group/Organization: _____

Adress:

_____

_____

Phone: _____ Email: _____

Describe what will be displayed. Include number of items, medium, theme content, and size of items:

_____
_____

_____
_____

_____
_____

_____
_____

_____
_____

_____
_____

I have read and agree to the Broome County Public Library display/exhibit policy. I understand the risk involved in displaying in a public building and will not hold the Broome County Public

Library responsible for any damages. I understand I am responsible for installation and deinstallation of the exhibit and will coordinate the dates and times with the Exhibit Coordinator. I understand the exhibit will be displayed for one month and I will remove the exhibit on the date agreed upon.

Signature: _____ Date: _____

<div style="border:1px solid black; padding:10px;">

LIBRARY USE ONLY
Approved by:

Signature: _____ Date:

</div>

Emergency Response & Building Evacuation Policy

A. <u>Summary: Building Evacuation Plan</u>

In the event of a fire or other emergency, the building shall be evacuated as follows:

1. If you hear the fire alarm or are notified by other means of evacuation order, leave the building immediately by the nearest exit. Do not go to your usual workstation first or gather your possessions. If the source of danger is in the direction of the nearest exit, use the nearest exit free from danger. Do not use the elevator.

2. All staff are responsible for working together to assist patrons out of the building as long as it does not endanger them personally. If patron won't leave, report it to the Security Officer once outside. Fire monitors, should assist any patrons out of their area, closing doors to deter the spread of the fire, counting heads once gathered at designated meeting point, maintaining calm and control over said group until directed to relocated or re-enter, preventing the public from entering the building during the fire drill.

3. Assisting Individuals with Disabilities During Evacuation
   During an emergency evacuation, individuals with disabilities may require additional assistance. Fire monitors are responsible for ensuring that staff and visitors with mobility or other accessibility needs are supported as follows:
   a. Ground/First Floor: Escort the individual safely outside using the nearest accessible exit.
   b. Upper Floors: Escort the individual to the designated stairwell or area of refuge, where they should wait for rescue by the fire department or other trained emergency personnel.

   Fire monitors are responsible for notifying the fire department of any individuals with disabilities who are awaiting rescue in the second-floor stairwells or designated areas of refuge.

4. Once out of the building, proceed to the following area regardless of exit used to get out.
   a. All employees shall gather by the large tree next to the Phelps Mansion at the far eastern edge of the parking lot. Patrons should be asked to stay away from the entrance to the building.

5. Do not re-enter until directed by a fire official to do so. The Fire Chief or his designee are the only people able to authorize re-entry.
6. You are still working and therefore responsible for your time and whereabouts. Remain with the group and follow the directions provided by the fire monitors.

If you discover a fire, pull the nearest fire alarm. All employees are advised to become familiar with the evacuation plan as well as the locations of all exits in the building.

B. <u>Staff Duties</u>

All staff must be thoroughly familiar with our evacuation plan. In the event of fire or emergency, you must also know your specific duties and responsibilities before you can properly exit the building.

You must know the location of <u>all</u> fire exits in the building. In the event you are working in or are present in an area you are not usually scheduled in, you must be able to locate the NEAREST available exit(s). This is especially important if a fire exit is blocked or damaged and cannot be used.

1.   CIRCULATION SERVICES will notify and escort patrons in the area to the front door exit.
   a. Alternate exit is through Emergency Services into Shipping/Receiving and out Pine Street exit.
   b. Second alternate exit is through Youth Services, and out onto Pine Street.

2.   INFORMATION SERVICES will notify and escort patrons in the area to Court Street fire door near elevators.
   a.   Alternate exit is through Pine Street fire door near elevators.
   b.   Second alternate is through the front door.

3.   YOUTH SERVICES will notify and escort patrons in the area to Pine Street fire door.
   a. Alternate exit is through the South side door and continue out through Shipping/Receiving.
   b. Second alternate exit is through the Front door.

4.   EMERGENCY SERVICES main exit is through Shipping/Receiving and out Pine Street fire door.
   a. Alternate exit is Pine Street fire door near elevators.

5.   SECOND FLOOR includes ADMINISTRATION, LOCAL HISTORY, and LITERACY VOLUNTEERS OFFICE. Main exit is Court Street fire door staircase near elevators.

      a. Alternate exit is Pine Street fire door staircase near elevators.

      b. Second alternate is down the main staircase and out the front doors.

All staff will gather at the large tree next to the Phelps Mansion at the far east end of the parking lot.

    C. <u>Summary of Emergency Exits</u>

FRONT DOOR

- Primary exit for CIRCULATION SERVICES
- Alternate exit for YOUTH SERVICES

PINE STREET – through shipping/receiving

- Primary exit for EMERGENCY SERVICES
- Alternate exit for CIRCULATION SERVICES

PINE STREET – at rear of Youth Services

- Primary exit for YOUTH SERVICES
- Alternate exit for   CIRCULATION SERVICES

PINE STREET – Next to elevators

- Alternate exit for INFORMATION SERVICES
- Alternate exit for EMERGENCY SERVICES
- Alternate exit for SECOND FLOOR

COURT STREET – Next to elevators

- Primary exit for INFORMATION SERVICES
- Primary exit for SECOND FLOOR

D. <u>Emergency Exit Drills</u>

Purpose
To establish rules and regulations for the timely and orderly evacuation of all buildings in case of fire, or other life-threatening emergencies.

Scope
These rules have been established in accordance with NFPA Life Safety Code and the New York State DOSH regulations, and apply to all Broome County personnel.

Procedures
Emergency exit drills shall be regularly conducted at all county facilities, in accordance with these general rules and the specific evacuation procedures set up to deal with emergency situations.

1. Emergency exit drills shall be held with a sufficiency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine.
2. Drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that exist during emergencies.
3. Complete evacuation will be accomplished with the sounding of the fire alarm system in all areas, even if it is suspected that the alarm was initiated in horseplay. The only exception to this rule will be when prior notice has been given by maintenance personnel that they will be testing the fire alarm system.
4. In the conduct of drills, emphasis shall be placed upon the orderly evacuation under proper discipline rather than upon speed as such; no running or horseplay shall be permitted.
5. Fire alarm facilities shall be regularly used in the conduct of emergency exit drills.
6. Emergency exit drills shall not include any extinguishing operations.
7. No furnishings, decorations and other objects shall be so placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof.
8. All employees shall be schooled and drilled in the duties they are to perform in case of emergency, in order to be of greatest service in effecting orderly exits or assemblages.
9. Appointed "Fire Monitors" shall be preassigned to ensure that all doors are closed and that the building, floor, or area has been completely evacuated. This task will be accomplished only when it does not endanger the safety of personnel assigned.

E. Code Adam Response Plan

Basic Steps for Code Adam:

- Announce "Code Adam" over the PA System and give a description of child
- Monitor front door
- Search the property
- If the child not found within 10 minutes, notify Binghamton Police
- If the child found, cancel Code Adam over PA System
- If the child is found with a stranger, try to detain or get description, license plate number and direction car may be heading

CIRCULATION

1. Two staff members immediately go to the front doors and monitor everyone leaving or entering the building.
   One staff member walks out to book drops and quickly surveys the parking lot.

2. Additional staff member monitors the corridor and area near the Circulation desk.
3. Check Circulation browsing area and fiction.
4. One staff member stationed in corridor between staircases to take Information Services and second floor reports.

INFORMATION SERVICES

1. Divide room in half.
2. Person 1 stays at desk and monitors the corridor.
3. Person 2 checks Ahearn, Court Street sitting area and elevator.
4. Person 3 checks computer lab if open, book stacks and Pine St. elevator
5. Two Reference staff meets at staircase with the Circ staff who checked fiction and report all clear.
   If after 5:00, Reference staff person checks entire room.

YOUTH SERVICES

1. Check Emergency Exit door.
2. Check the restrooms.
3. Check the stacks working towards the front of the room.

4. Check to see if the Kresge Story Telling Room is locked.
5. Upon completion of searching area return to Circ and report all checked.

LOCAL HISTORY

1. Immediately check the room. Check the area outside of the room.
2. Monitor the stairs and elevators. After 4:30 PM also perform Administration assignments.
3. Meet with first floor Circulation monitor at bottom of the stairs to report second floor checked.

ADMINISTRATION

1. Check the offices, kitchen and break room.
2. Check the Exhibit Room, Board Room and Literacy Volunteers office.
3. Check the Restrooms.

MAINTENANCE

1. Immediately respond to the Rotunda and check the Restrooms.
2. Check the exterior of the building along Court Street and the parking lot with Circ staff member.
3. Return to the building and assist security officer as assigned.

SECURITY OFFICER

1. Upon receiving notification of Code Adam note time. Respond to the staff member and person making report. While enroute check area for subject.
2. Upon arrival to complainant obtain detailed description of subject. Rebroadcast information again to staff. Note Time!
3. Be certain all areas are being checked. Assign staff to cover any open assignments. You may need to assign staff to 2nd Floor if no one is there.
4. Upon locating subject alone, note time and respond to location immediately. Interview subject to ascertain information and be certain subject is not harmed in any way.
5. If subject located with adult respond immediately and obtain information from all persons who had contact with subject. Note time and request additional assistance if required.
6. Prepare incident report.

If the subject is not located within the 10 minute time period contact communications and request Binghamton Police respond. Notify patrol and the plaza of the situation. Continue to

check all areas of the building. Maintain contact with complainant until relieved by supervisor or police.

Four County Library System – Service Agreement

To: Four County Library System
From: Board of Trustees – Broome County Public Library
Date: 9/29/2025
RE: EnvisionWare software program

We, the Board of Trustees of the Broome County Public Library agree to participate in the EnvisionWare program for library PC management including printing from PCs and mobile devices, as provided by the Four County Library System under the following terms and conditions:

- The program's length is one year (1/1/2026 to 12/31/2026), the cost is $2,225 per year.
- The pricing includes the following:
    - Basic software for (Hosted on Management Console at BCPL)
        - PC Management for up to 70 public PC's/workstations
        - Print Management – from PC's and from mobile devices
        - Mobile Print – web pages for mobile printing submissions

    - Terms and conditions as stated in the Envisionware End User License Agreement
    - Hosting of software by 4CLS, which will include administration of central site software

- Approved filtering software and policy files by 4CLS and supported by Envisionware compliant with CIPA regulations is included with this program at no additional charge
- Administration of local settings will be the responsibility of the local library
- This agreement does **not** cover the self-checkout kiosk
- The annual cost for the library is payable in full within 60 days of invoice
- The attached insurance requirements are incorporated herein

Library responsibility: We agree that our library will be responsible for providing suitable local PCs to accommodate software in our library in order to make the software, including possible future upgrades, function properly.

Disclaimer: The Four County Library System, its Board, officers or staff will not be responsible for any damage or disruption of service caused by the installation or routine operation of this software.

_____   _____
President – BCPL   President – 4CLS
Board of Trustees   Board of Trustees

_____   _____
(date)   (date)