

	2022 Actuals	2023 Actuals	2024 YTD	2023 Budget	2024 Budget	2025 Budget	Change	Justification
Revenue								
5000010 - SALES AND USE TAX		88						
5000100 - LIBRARY COPY FEES	9,045	10,922	6,271	8,000	12,000	13,000	1,000	Based on actuals, adjusted for new printers. 2024 projection was based on raising rent for Literacy Volunteers. They decreased their office space instead.
5000177 - RENTALS & FEES	6,780	7,200	3,600	7,500	8,500	7,200	-1,300	3.9% increase is a contractual obligation, based on CPI increase
5000189 - OTHER LOCAL GOVERNMENTS	961,245	804,328	211,643	803,963	846,573	879,589	33,016	
5000426 - MISCELLANEOUS	8,827	6,835	0	11,250	10,000	6,900	-3,100	Fines and fees - based on 2023 actuals.
			2,811					
5000431 - MISCELLANEOUS				15,000	15,000	15,000	0	Passthrough grant from BCC - Books for Babies
5000312 - RENTAL CHARGEBACKS	47,000	47,000	0	47,000	49,000	49,000	0	
5000451 - INTEREST AND EARNINGS	2,405	43,532	33,415	500	17,500	20,000	2,500	See attached
5000470 - VENDING MACHINE	103	118		900				
5000471 - COMMISSIONS		872		600				
5000530 - REFUNDS OF PRIOR YEARS EXPENI	2,212	3,085	1,086					
5000531 - GIFTS AND DONATIONS	503		0	1,000	500	300	-200	
5000545 - CREDIT CARD REBATES	75		0	100	100		-100	
5000546 - Trust Account Inflows	1,222	1,676	0		500	200	-300	
5000562 - TRANSFER FROM GENERAL FUND	1,512,909	1,541,707	1,500,059	1,443,640	1,500,059	1,823,219	323,160	
5000569 - TRANSFER - DEBT SERVICE FUND		149	1,791		1,770	1,915	145	
5000808 - OTHER STATE AID	90,300	86,650	8,300	98,690	98,690	98,690	0	
5000952 - ARRA DEBT REIMBURSEMENT	497	370	154	431	237	85	-152	
Total Revenue	2,643,121	2,554,532	1,759,438	2,438,574	2,560,429	2,915,098	354,669	

Salary and Benefits								
6001000 - SALARIES FULL-TIME	699,973	770,502	438,580	827,243	920,950	1,055,753	134,803	
6001001 - SALARIES PART-TIME	125,670	122,685	49,805	144,290	149,560	184,765	35,205	
6001002 - SALARIES TEMPORARY	16,280	32,955	21,696	1,201	20,070	33,000	12,930	Based on 2023 Actuals
6001003 - SALARIES OVERTIME	11,997	11,202	1,671	0	0	11,000	11,000	Based on 2023 Actuals
Total Salary	853,920	937,344	511,751	972,734	1,090,580	1,284,518	193,938	
6008001 - STATE RETIREMENT	90,790	88,845	58,168	135,041	136,887	161,317	24,430	
6008002 - SOCIAL SECURITY	62,349	69,896	37,586	72,869	82,514	95,741	13,227	
6008004 WORKERS COMPENSATION	3,839	5,808	1,576	5,808	6,304	6,889	585	
6008006 - LIFE INSURANCE	79	78	48	255	285	310	25	
6008007 - HEALTH INSURANCE	117,357	113,352	63,158	152,367	143,359	206,001	62,642	
6008009 - RETIREE HEALTH INSURANCE	336,283	343,240	167,191	352,348	351,529	328,156	-23,373	
6008012 - EMPLOYEE TUITION REIMBURSEMENT	0	0	0	3,500	3,500	3,500	0	
6008013 - HEALTH INS - RETIRE INCENTIVE	1,389	1,488	0	0	0	0	0	
6008014 - NYS ERS VDC EXPENSE	-1,441	6,830	3,324	6,505	6,967	7,176	209	
Total Benefits	610,645	629,538	331,051	728,693	731,345	809,090	77,745	

Salary and Benefits 1,464,565 1,566,882 842,803 | 1,701,427 1,821,925 2,093,608 271,683

Contractual Expenditures

6004012 - OFFICE SUPPLIES		785	2,899	1,450	2,693	2,000	2,060	60	Routine items e.g. pens, paper, stamps, toner, paper for all departments: 3% increase reflects inflation
6004021 - BLDG MAINTENANCE SUPPLIES		2,110	643	618	1,000	1,000	1,030	30	Supplies for repair of bldg/grounds: Paint, cement, wood boards, hardware, electrical supplies, keys, locks fixtures - 3% increase reflects inflation
6004022 - FUEL AND HEATING SUPPLIES		19,079	15,518	8,315	26,000	26,000	26,000	0	Natural Gas, Constellation Energy-Based on 2023 actuals CA-11-1921
6004023 - BLDG AND GROUNDS SUPPLIES		4,947	6,360	1,921	4,300	4,300	4,429	129	Supplies for janitorial upkeep of building: light bulbs, wax, dry strip, soap refills, toilet tissue, hand towels, vacuum bags, paint brushes, paint, nails, glue. 3% increase accounts for inflation.
6004030 - FOOD AND BEVERAGES		67			100	100		-100	No longer needed.
6004048 - MISC OPERATIONAL SUPPLIES		4,355	3,875	41	5,785	5,785	5,000	-785	Book labels, AV supplies, Security/CD cases moved from office supplies, forms, labels, mailers. Decrease based on 2023 and YTD actuals.
6004055 - COMPUTER SOFTWARE AND SUPPLIES	Line 1	76,696	67,582	69,619	70,357	70,684	69,886	-798	CA-1581-139 - Four County Automation - Integrated Library System
	Line 2						2,575	2,575	CA-1581-134 - Four County Envisionware - print and PC mgmt
	Total	76,696	67,582	69,619	70,357	70,684	72,461	1,777	
6004056 - COMPUTER EQUIPMENT(NON CAPITAL)		1,325	2,343	311	5,000	5,000	4,000	-1,000	People counters, scanners, other peripherals. Decrease based on 2023 and YTD actuals.
6004070 - BOOKS ADULT SERVICES		63,565	91,287	27,890	66,500	67,550	69,577	2,027	Adult Circulating Collection. 3% increase accounts for inflation.
6004071 - JUVENILE BOOKS		47,919	54,142	24,105	52,000	54,000	55,620	1,620	Books & AV Materials for Children's Collection: Fiction and non-fiction materials. 3% increase accounts for inflation.
6004072 - REFERENCE MATERIALS		372							
6004073 - SUBSCRIPTIONS	Line 1	1,932	2,351	244	2,000	7,563	1,300	-6,263	Periodical subscriptions through Ebsco
	Line 2						8,400	8,400	Newspapers.com
	Total	1,932	2,351	244	2,000	7,563	9,700	2,137	
6004074 - AUDIOVISUAL MATERIALS	Line 1	25,547	26,414	10,262	40,000	33,000	25,000	-8,000	DVDs and audiobooks: decrease reflects ongoing transition to eAudiobooks and streaming CA-1581-157: Hoopla - eBooks, audiobooks, and streaming media. Increase reflects rapidly increasing demand.
6004075 - ELECTRONIC ACCESS MATERIALS	Line 1	37,522	34,111	24,962	32,980	33,650	40,000	6,350	CA-1581-165:
	Line 2						3,650	3,650	New York Times online access
	Line 3						9,800	9,800	CA-1581-167 - Overdrive - eBooks and eAudiobooks

	Total	37,522	34,111	24,962	32,980	33,650	53,450	19,800	
6004100 - POSTAGE AND FREIGHT		2,046	1,930	724	700	700	1,400	700	UPS, shipping for library materials
6004105 - DUES AND MEMBERSHIPS		1,507	1,174		2,050	1,500	1,500	0	Professional associations: American Library Association, New York Library Association, South Central Regional Library Council
6004112 - BLDG GROUNDS AND EQUIP REPAIR		9,454	2,796	1,711	2,060	2,060	3,000	940	Repairs requiring letter contracts & items NOT covered in maintenance agreements for elevator, roof repairs, ventilation system. Increase based on actuals.
6004113 - WATER AND SEWAGE CHARGES		2,420	2,976	946	3,200	3,200	3,200	0	City utilities - based on actuals
6004115 - ELECTRIC CURRENT		41,415	56,940	19,002	65,000	48,000	60,000	12,000	Increase based on actuals.
	Line 1	66,785	39,005	10,383	41,480	42,807	1,030	-41,777	Fire Extinguisher Inspect - CA-498-3(A&B)
	Line 2						2,678	2,678	HVAC Maintenance CA-11-1973-1
	Line 3						15,450	15,450	HVAC Maintenance CA-11-1149-4
	Line 4						1,545	1,545	Pest Control Contract - CA-11-1059-5
	Line 5						2,987	2,987	Garbage Disposal - CA-11-1728
6004117 - BUILDING AND GROUNDS EXPENSES	Line 6						6,180	6,180	Elevator Maintenance - CA-11-2549
	Line 7						2,575	2,575	Alarm Monitoring - CA-11-1937
	Line 8						5,150	5,150	KB Services, LLC CA-11-2412
	Line 9						1,353	1,353	Sprinkler System Inspection - CA-11-1450-1
	Line 10						2,781	2,781	Window Cleaning - CA-11-2480-1
	Line 11						515	515	Water treatment - CA-11-1772
	Total	66,785	39,005	10,383	41,480	42,807	42,244	-563	
6004136 - OPERATIONAL EQUIPMENT REPAIRS			31,548		3,500	3,000	3,090	90	Repairs to equipment NOT under contract or replacement items NOT covered by contract. 3% increase reflects inflation.
6004137 - ADVERTISING AND PROMOTION EXPE		6,522	1,393	1,022	6,000	3,000	3,000	0	Promotion and outreach - increase is needed to build awareness of Library programs and services in the community.
6004138 - OTHER OPERATIONAL EXPENSES		18,254	29,224	8,699	16,466	16,000	20,000	4,000	Library Program Cost. Increase based on actuals.
6004139 - Trust Account Outflows			16,314						
6004147 - OTHER PROGRAM EXPENSE		15,000	450	300	15,000	15,000	15,000	0	BCC passthrough grant - Books for Babies
6004160 - MILEAGE AND PARKING-LOCAL		433	998	212	1,000	700	700	0	Staff Training, Presentations, Programs
6004161 - TRAVEL HOTEL AND MEALS		2,114	3,642	77	1,850	2,000	2,000	0	Travel by employees outside Broome County: workshops, seminars NYLA Conference
6004162 - EDUCATION AND TRAINING		1,451	2,655	702	2,000	2,000	2,000	0	Conference registrations, workshops, seminars
6004165 - ADVISORY BD/TRUSTEES EXPENSES		200			175	175	0	-175	No longer needed
	Line 1	4,840	5,340	2,800	8,500	8,610	1,500	-7,110	Maintenance Agreement CA-1581-126: Image Integrator - Microfilm readers. No increase.
6004193 - HARDWARE MAINTENANCE	Line 2						1,525	1,525	Maintenance Agreement CA-1581-130: Image Integrator - Scanners. No increase.
	Line 3						3,000	3,000	Maintenance Agreement CA-1581-154: Presentation Concepts - AV in Decker Room

	Line 4						3,000	3,000	Repairs not covered by service agreements
	Total	4,840	5,340	2,800	8,500	8,610	9,025	415	
6004196 - COPYING MACHINE RENTALS		4,631	5,735	3,720	4,800	7,000	18,000	11,000	Increase due to new contract with Toshiba for public printers.
6004504 - OTHER FINANCIAL SERVICES		26	19	8	20	12	4	-8	
6004573 - OTHER FEES FOR SERVICES		11,518	5,878	1,692	6,400	9,260	6,000	-3,260	ICS Industries, 4CLS Purchasing Agreement CA-1581-139A. Reduced based on 2023 actuals.
Total Contractual Expenses		474,839	515,543	221,734	488,916	475,656	518,490	42,834	

Chargebacks									
6004602 - INSURANCE PREMIUM CHARGEBACK		18,089	21,274	6,545	21,274	26,181	26,606	425	
6004604 - DPW SECURITY CHARGEBACKS		116,717	103,178	26,498	103,178	105,991	125,080	19,089	
6004606 - TELEPHONE BILLING ACCOUNT		5,063	5,733		5,733	5,963	5,882	-81	
6004609 - DATA PROCESSING CHARGEBACKS		127,942	53,523	5	54,609	56,892	57,499	607	
6004617 - DUPLICATING/PRINTING CHARGEBACK		29	116			166	92	-74	
6004618 - OFFICE SUPPLIES CHARGEBACK		171	3		7	8	6	-2	
6004619 - BUILDING SERVICE CHARGEBACK		32,251	5,000	1,250	5,000	5,000	5,000	0	
6004634 - Indirect Costs - Excess of Bud		113,922	98,067						
Total Chargebacks									

Debt									
6006000 - PRINCIPAL ON SERIAL BONDS		6,331	6,582	6,849	6,582	6,849	7,123	274	
6006001 - PRINCIPAL ON BANS			47,578	47,578	47,578	47,578	67,577	19,999	
6007000 - INTEREST ON SERIAL BONDS		1,412	1,027	416	1,028	628	212	-416	
6007001 - INTEREST ON BANS			4,829	7,591	4,830	7,592	10,923	3,331	
Total Debt									
Total Expenditures		2,361,330	2,429,335	1,161,269	2,440,162	2,560,429	2,915,098	357,669	

BCPL Patron Code of Conduct

Welcome to the Broome County Public Library! We're happy that you're here. The following rules have been adopted by our Board of Trustees to maintain a safe and secure space for you to enjoy our facilities, programs, and collections. If you need any help, we're here to answer questions and offer guidance. You don't need a library card to use our building or some of our services, but cards are free and allow you to check out Library materials.

1. It's important to respect the rights of other patrons and Library staff at all times. Our staff are here to help you, but they need to be able to perform their duties without harassment.
2. In order to maintain a safe and welcoming space for all of our patrons and staff, disruptive and/or abusive behavior is prohibited. This includes:
 - Harassment
 - Sexual harassment
 - The use of abusive, obscene, discriminatory, hateful, or threatening language that targets a specific individual or that interferes with other patrons' right to access the Library
3. Illegal activities or the possession of weapons of any kind are prohibited on Library property.
4. Smoking, vaping, the use of smokeless tobacco, and the use of cannabis, alcohol or other recreational drugs are prohibited in the Library, the parking lot, the reading garden, within 20 feet of the Library doors, and any place on the Library property that blocks or negatively impacts other patrons.
5. We strive to maintain the Library as a space free of commercial, political, or religious pressure. For this reason, solicitation of any kind is prohibited on Library property. This includes activities such as panhandling, proselytizing, and petitioning.
6. In order for us all to enjoy and use this space, we ask you to keep conversations, phone calls, videos, and music to a low volume. Earphones and headphones are available if you need them. Please don't make phone calls on speaker, and please do be conscious of how your noise level impacts other patrons. If your noise level is disruptive, we will approach you about lowering your volume or using headphones. Failure to do so will be treated as a Code of Conduct

violation.

7. Our Custodians work hard to clean and maintain our facilities for the benefit of all patrons and staff. Please consider this when using our bathrooms or when eating in the Library, and clean up after yourself. Please eat in areas where library equipment cannot be damaged due to a spill or food residue. If you disregard this or repeatedly leave a mess, we will approach you about changing your behaviors. Failure to do so will be treated as a Code of Conduct violation.
8. Bicycles, scooters, and other wheeled devices need to be left outside the building and may not block doorways or walkways. Smaller devices like skateboards and roller skates can be put away in your bag. Wheelchairs and other mobility aids are allowed, as are strollers and small shopping carts that aren't disruptive to other patrons. Large shopping carts need to be left outside.
9. Patrons sleeping in the Library may be awakened by Library staff or Security in order to perform a welfare check. This is not punitive. We care about your wellbeing. If you are resting in a place that is causing a disruption or blocking access for other patrons, you will be asked to move.
10. Animals are prohibited in the building unless they are service animals or are part of an approved Library program.
11. Parents, guardians, or caregivers are responsible for the safety, behavior and supervision of their children as specified in the Library's Unattended Children's Policy [\[link\]](#).
12. Our children's room is intended primarily as a space for children, teens, and caregivers to feel welcome and safe. Adults are welcome to browse for items but adults who hang out in the space or use the tables without children present will be asked to move to a different part of the Library.
13. Our Teen Space is intended primarily as a space for teens to feel welcome and safe. We recognize that patrons of all ages need access to the YA/teen collections, but it's not a space for adults to hang out and use the furniture.
14. It's important to respect Library property, including Library materials/collections, furnishings, and equipment. If you disregard this, you will be asked to change your behavior. Failure to do so—or the repetition of behaviors that you have

already been warned about—will be treated as a Code of Conduct violation.

15. Personal photography and/or videography is allowed in the Library but must not infringe on the privacy rights of other patrons (including minors) or interfere with the ability of Library staff to perform their duties. Projects that have the potential to violate these criteria require prior approval by the Library Director.

Enforcement

Minor violations of these rules will result in a reminder or warning that may be issued by Library Staff or Broome County Security.

More serious or repeated violations will result in the patron being required to leave the building for the remainder of the day.

Violations that constitute an immediate or apparent threat to the safety of others, their property, or the property of the Library will result in immediate expulsion from the Library for a period of one month to one year depending on the severity of the offense and whether it is an isolated or recurring event.

The Library Administration is authorized to modify and/or adapt the code to special circumstances.

Appeal Process

Any patron who feels that their privileges have been unjustly denied under this policy is encouraged to appeal the decision to the Broome County Public Library Board of Trustees. Email appeals can be sent to Library.Trustees@broomecountyny.gov. If you don't have access to a computer, you can call Library Administration (607-778-6407) to be connected to the Board of Trustees.

Broome County Public Library Performance Assessment

Title: _____ Check One of the Following: ___Annual ___Final Probationary

Employee's Name: _____ Evaluation Period- From: _____ To: _____

Immediate supervisor: _____ Date Appointed to Title: _____

Performance Increment Granted Performance Increment Not Granted* Not Eligible for Performance Increment

*(Forward Documentation to Personnel Officer for Review)

Employee's Job Responsibilities:

Employee's Self Assessment:

Accomplishments/Strengths

Areas of Improvement:

Short Term Goals:

Long Term Goals:

Feedback for Supervisor:

Supervisor's Assessment:

Accomplishments/Strengths

Areas of Improvement:

Short Term Goals:

Long Term Goals:

Immediate Supervisor Signed _____ Date _____

Employee Signed _____ Date _____

Second Line Supervisor's Comments:

Second Line Supervisor Signed _____ Date _____

Broome County Public Library Performance Assessment

Title: _____ Check One of the Following: ___Annual ___Final Probationary

Employee's Name: _____ Evaluation Period- From: _____ To: _____

Immediate supervisor: _____ Date Appointed to Title: _____

Performance Increment Granted Performance Increment Not Granted* Not Eligible for Performance Increment

*(Forward Documentation to Personnel Officer for Review)

Employee's Job Responsibilities:

Employee's Self Assessment:

Factors to be rated:	Inadequate	Improvement needed	Fully meets requirements	Exceeds expectations
Attendance				
Quality of Work				
Co-worker contact				
Directive compliance				
Adaptability				
Job Knowledge				
Public Contact				

Accomplishments/Strengths

Areas of Improvement:

Employee's Self Assessment Continued:

Short Term Goals:

Long Term Goals:

Feedback for Supervisor:

Supervisor's Assessment:

Accomplishments/Strengths

Areas of Improvement:

Short Term Goals:

Long Term Goals:

Immediate Supervisor Signed _____ Date _____

Employee Signed _____ Date _____

Second Line Supervisor's Comments:

Second Line Supervisor Signed _____ Date _____

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/County/City	POLICY # 0001-0
	EFFECTIVE	December 6, 2012	PAGE 1 OF 4
	SOURCE	BCPL Board of Trustees	
	SUPERCEDES	January 3, 2008	

BYLAWS

ARTICLE I - NAME

1. This organization is and shall be known as the Broome County Public Library, existing by virtue of the provisions in Provisional Charter number 18,730 granted by the Regents of the University of the State of New York on September 21, 1984, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

ARTICLE II - MANAGEMENT

1. The business and affairs of the Broome County Public Library shall be managed and conducted by a Board of Trustees which shall be eleven in number, appointed by the Broome County Executive with the advice and consent of the Broome County Legislature for a term of five years, in accordance with Permanent Resolution #221 adopted by the Broome County Legislature on June 12, 1984.
2. The term of members of the Board of Trustees shall end on December 31 of the fifth year following appointment unless the trustee shall have resigned or otherwise terminated membership on the Board. The tenure of trustees shall be limited to two consecutive full terms of five year each, in addition to any initial term of four years or less.
3. If any member of the Board of Trustees fails to attend three (3) consecutive regularly scheduled meetings, the Executive Committee shall ascertain the reasons for such absences and then recommend to the Board whether such member should continue with or be expelled from the Board. The Board then shall schedule a vote on the question of whether the recommendation of the Executive Committee shall be followed, which vote shall be held at a meeting of the Board with at least 30 days written notice of said vote to all Board members. At such meeting a two-thirds vote of the total board membership shall be required in order to recommend removal of the Board member to the County Executive.
4. In the event of a vacancy occurring or anticipated vacancy the Board of Trustees may select or recommend candidates to fill such vacancies.

Names of prospective candidates for the Board shall be submitted to the Nominating Committee, who shall designate a final date for the submission of prospective candidates. All such nominations shall be accompanied by a resume. The Nominating Committee shall recommend to the Board two persons to fill each vacancy. Nominations from the floor may be made. Only nominees receiving votes from a majority of the Board shall be made to the County Executive in accordance with Permanent Resolution #221, which reserves the right to appoint Trustees to the Executive.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/County/City	POLICY # 0001-0
	EFFECTIVE	December 6, 2012	PAGE 2 OF 4
	SOURCE	BCPL Board of Trustees	
	SUPERCEDES	January 3, 2008	

BYLAWS

5. In addition to those appointed as trustees according to Section 1 above, the following shall serve as Advisory Trustees: the Broome County Executive, the Mayor of the City of Binghamton, the Superintendent of the Binghamton City School District and Superintendent of BOCES. Said Advisory Trustees or their designees shall have all the powers and duties of regular trustees except that they may not vote on any question under consideration.

ARTICLE III - OFFICERS

1. The officers of the Board of Trustees shall be elected at the annual meeting or first regular meeting each year and they shall be a President, a Vice President, a Secretary and a Treasurer, elected from among the Board of Trustees.
2. Officers shall serve a term of one year from the meeting in which they are elected and until their successors are duly elected. The tenure of the office of President of the Board shall be limited to three consecutive full terms of one year each.
3. A Nominating Committee shall be a standing committee appointed at the beginning of each year by the President. The purpose of said committee, among other purposes, shall be to designate a slate of officers for election which slate shall be presented to the Board prior to November 30th of each year. Further, the Nominating Committee shall also propose new members of the Board of Trustees who, if accepted by the Board, shall then be recommended to the County Executive as stated in Paragraph 4 of Article II. Whenever the Nominating Committee reports a slate of officers or proposed new Trustees, additional nominations may be made from the floor to the Board. The vote for officers shall be by secret written ballot if two or more Trustees have been nominated for an office.
4. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and committee chairpersons, execute all documents authorized by the Board, serve as ex officio voting member of all committees, and generally perform all duties associated with that office.
5. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President and shall serve as President-Elect. The Vice-President shall also be a member of the Planning Committee, which committee shall be a standing committee of the Board. The Vice President will also serve as the liaison to the Four County Board of Trustees.
6. The Secretary shall keep, or cause to be kept, a true and accurate record of all meetings of the Board, shall issue, or cause to be issued, notice of all regular and special meetings of the Board, and shall perform such other duties as are generally associated with that office. The Library Director may serve as an Assistant Secretary to assist the Secretary in the performance of his/her duties upon direction of the Board, the President or the Secretary.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/County/City	POLICY # 0001-0
	EFFECTIVE	December 6, 2012	PAGE 3 OF 4
	SOURCE	BCPL Board of Trustees	
	SUPERCEDES	January 3, 2008	

BYLAWS

7. The Treasurer shall be the officer responsible for all funds controlled by the Board and shall perform such duties as are generally associated with that office. An Assistant Treasurer, who need not be a trustee, may be selected by the Board to assist the Treasurer in the performance of his/her duties. Both shall be bonded in an amount as may be required by a resolution of the Board. Per Board resolution February 7, 2008 the bonded amount was set at zero.

ARTICLE IV - MEETINGS

1. The Regular meetings of the Board shall be held monthly according to a schedule established by the Board, which shall initially be established at the Annual Meeting. If the Board fails to establish a schedule, then it shall have been deemed to accept as a schedule that there shall be a regular meeting of the Board the first Thursday of each month at 8:30 a.m. Such schedule shall remain in effect until specifically changed by the Board which change shall require a majority of all Board members. Written notice thereof shall be sent to all trustees by the Secretary at least one week prior to such regular meeting, and a public notice shall be posted in accordance with the Open Meetings Law.
2. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least one-third of the trustees, for the transaction of business as stated in the call for a special meeting.
3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire voting members of the Board present in person. In the absence of a quorum, the trustees present may adjourn the meeting to a date determined, and written notice thereof shall be sent to all trustees.
4. The procedure at all meetings of the Board of Trustees shall be in accordance with the current edition of *Robert's Rules of Order Newly Revised*.
5. The Library Director shall attend all meetings, may participate in all discussions and offer professional advice, but may not vote on any question.

ARTICLE V - COMMITTEES

1. There shall be an Executive Committee consisting of the officers of the Board of Trustees and the immediate past President. The Executive Committee shall be empowered to conduct such business of the Board as may require transaction between regularly scheduled Board meetings.

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Trustees/County/City	POLICY # 0001-0
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	SOURCE	BCPL Board of Trustees	
	SUPERCEDES	January 3, 2008	

BYLAWS

2. There shall also be the following standing committees: Planning, Personnel, Finance and Nominating. The members of the standing committees and the committee chairpersons shall be selected by the President, subject to the Board's approval, at the annual meeting in January of each year. The Treasurer shall be Chairperson of the Finance Committee. Each standing committee shall have at least three members of the Board. A Board member shall be eligible to serve on more than one committee.
3. The President shall appoint such other committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon the completion of the term of the office of the President.
4. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the board and confirmation.

ARTICLE VI - DIRECTOR

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.
2. The Library Director shall recommend to the Board the appointment and specify the duties of the library employees, and no appointments, promotions, or dismissal shall be made without this recommendation.
3. The Library Director shall have interim authority to appoint part-time or temporary employees without prior approval of the Board provided that such appointments are reported at the next regular Board meeting.

ARTICLE VII - AMENDMENTS

1. The Board may amend these bylaws by a majority vote of all members provided notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.