

To: Jerome Knebel, Director of OMB  
From: Josias Bartram, Library Director  
Date: July 5, 2021  
RE: 2023 Budget

Despite the challenges of the past two years, I am proud of all that the Library has been able to accomplish with the support of Broome County and our forward-thinking Board of Trustees. We have continued to contribute to the County's ongoing pandemic response and provide the essential Library services that our community relies on while innovating in response to the new needs and opportunities that have arisen from the recovery. We've developed new service models such as curbside pickup and grab-and-go craft projects, expanded our eBook collection to meet the unprecedented demand, and offered a combination of remote and in-person programming. Our public computers and WiFi network have served as a lifeline for many of the County's most vulnerable citizens as they've needed to print their COVID test results, make vaccine appointments, or just maintain connection to the outside world. While our traffic is still below pre-pandemic levels, it has been steadily trending upwards.

With Broome County's support, we have been able to begin gradually expanding our staff again over the past few budget cycles, with a focus on addressing the staffing shortages in our public-facing departments as prioritized by our strategic plan. We have also been able to update and refresh our facilities by leveraging capital funding from Broome County as the match for Library Construction Aid from New York State. The positive impact of these investments is clear to everyone who frequents the Library.

One of my first projects when I started this position was to work with our Board to craft a new Strategic Plan based on a thorough community needs assessment. This ambitious plan has helped to guide our reopening, but it has also helped to keep us focused on the Library's post-COVID role in the community and has been instrumental in the development of the attached budget. It has also led to several substantial grants from private foundations, which have funded some of our more innovative new programs, services, and equipment. However, this growth is currently limited by our administrative staff, which consists of me and a part-time Principal Account Clerk. Therefore, while remaining mindful of the pandemic's ongoing fiscal impact, we are requesting the addition of an Assistant Director position and the conversion of the part-time Principal Account Clerk position to full-time Senior Account Clerk. Due to additional revenue that we are bringing in through renting office space to the Broome County Assigned Counsel Program, increases in both our State Aid and funding from the City of Binghamton, and reductions in our chargeback expenses, this can be accomplished with a 1.3% increase in our county funding.

I am deeply appreciative of the funding and support that Broome County provides to the Library and am proud of everything that we have been able to accomplish together over the past 2 years. We are proving that—when fully staffed and funded—BCPL can be a driver of innovation, economic development, and improved quality of life as we work together to build the future that we all want for Broome County.

Account		2021 Actuals	2022 YTD	2022 Budget	2023 Budget	Justification
<b>Revenue</b>						
5000100	LIBRARY COPY FEES	5,844	3,918	8,600	8,000	Projected from 2022 YTD
5000102	COMMISSIONER OF FINANCE	91	-	-	-	
5000177	RENTALS & FEES	7,390	3,780	11,600	7,500	Based on 2021 actuals
5000189	OTHER LOCAL GOVERNMENTS	761,900	386,893	773,785	803,963	3.9% CPI per agreement with the city
5000312	RENTAL CHARGEBACKS	17,000	17,000	17,000	47,000	Based on MOUs with Emergency Services and the BC Assigned Counsel Program, approved by the legislature
5000426	MISCELLANEOUS	11,253	3,967	15,000	11,250	Based on 2021 actuals
5000431	MISCELLANEOUS	0	0	15,000	15,000	BCC passthrough grant
5000451	INTEREST AND EARNINGS	407	215	9,000	500	Per OMB
5000470	VENDING MACHINE	44	0	1,000	900	Based on pre-COVID actuals, adjusted for lower usage
5000471	COMMISSIONS	0	0	800	600	Based on pre-COVID actuals, adjusted for lower usage
5000531	GIFTS AND DONATIONS	851	667	200	1,000	Based on 2022 YTD actuals
5000545	CREDIT CARD REBATES	101	503	70	100	Based on 2021 actuals
5000546	Trust Account Inflows	6,620	23		0	
5000562	TRANSFER FROM GENERAL FUND	1,339,121	1,398,987	1,398,987	1,417,418	1.3% increase
5000808	OTHER STATE AID	95,176	10,060	79,628	98,690	Projecting flat funding based on 2022
5000952	ARRA DEBT REIMBURSEMENT	559	279	496	431	Per OMB
<b>Total Revenue</b>		<b>2,246,357</b>	<b>1,826,292</b>	<b>2,331,166</b>	<b>2,412,352</b>	
<b>Salary and Benefits</b>						
6001000	SALARIES FULL-TIME	642,610	303,614	708,328	806,013	Includes 2.5% raise, the addition of an Assistant Library Director Position, and converting Account Clerk to FT position
6001001	SALARIES PART-TIME	102,008	44,918	146,604	144,290	Includes a 2.5% raise, additional Custodial Worker position (already approved by Legislature at 6/2022 session), and moving Account Clerk to FT line
6001002	SALARIES TEMPORARY	1,687	5,032	1,172	1,201	Substitute Library Clerk position - 2.5% raise
6001003	SALARIES OVERTIME	11,453	1,396	0	0	
<b>Total Salary</b>		<b>757,758</b>	<b>354,959</b>	<b>856,104</b>	<b>951,504</b>	
6008001	STATE RETIREMENT	92,482	45,953	112,837	126,305	
6008002	SOCIAL SECURITY	55,179	25,767	65,492	72,788	
6008004	WORKERS COMPENSATION	4,095	1,920	3,839	5,808	Per Risk and Insurance
6008006	LIFE INSURANCE	112	39	225	255	

6008007 HEALTH INSURANCE	118,527	54,830	154,088	156,192	
6008009 RETIREE HEALTH INSURANCE	314,418	113,916	335,282	352,348	
6008012 EMPLOYEE TUITION REIMBURSEMENT	0	0	3,500	3,500	Per CSEA contract
6008013 HEALTH INS - RETIRE INCENTIVE	1,323	0	0	0	
6008014 NYS ERS VDC EXPENSE	12,481	6,007	6,377	6,505	
<b>Total Benefits</b>	<b>598,617</b>	<b>248,431</b>	<b>681,640</b>	<b>723,701</b>	
<b>Salary and Benefits</b>	<b>1,356,375</b>	<b>603,390</b>	<b>1,537,744</b>	<b>1,675,205</b>	

#### Capital Spending

6002207 IMPROVEMENTS OTHER THAN BUILDI	3,231	0	0	0	
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#### Contractual Expenditures

6004002 MATERIAL AND SUPPLIES - PAINT	1,244	0	0	0	
600404 MATERIAL AND SUPPLIES - OTHER	32,416	0	0	0	
6004010 BOOKS AND SUBSCRIPTIONS	560	0	0	0	
6004012 OFFICE SUPPLIES	1,918	580	2,400	2,400	
6004021 BLDG MAINTENANCE SUPPLIES	490	2,110	800	1,000	Increase is necessary to account for inflation
6004022 FUEL AND HEATING SUPPLIES	18,126	10,268	26,000	26,000	Sufficient to account for inflation based on pre-COVID actuals
6004023 BLDG AND GROUNDS SUPPLIES	2,839	2,447	4,300	4,300	
6004030 FOOD AND BEVERAGES	59	11	100	100	
6004048 MISC OPERATIONAL SUPPLIES	6,980	2,262	5,785	5,785	Misc book processing fees
6004055 COMPUTER SOFTWARE AND SUPPLIES	64,247	65,398	70,928	69,994	Contractual expenses - reduction due to recalculation of Four County Library System automation fee
6004056 COMPUTER EQUIPMENT(NON CAPITAL	531	0	5,000	5,000	People centers, scanners, other peripherals
6004070 BOOKS ADULT SERVICES	56,262	24,327	64,000	66,500	Increase is necessary to account for inflation
6004071 JUVENILE BOOKS	51,591	27,718	48,000	52,000	Increase is necessary to account for inflation
6004072 REFERENCE MATERIALS	0	0	1,800	0	Reduction reflects decreasing demand for print reference
6004073 SUBSCRIPTIONS	0	1,438	2,000	2,000	Magazines and periodicals
6004074 AUDIOVISUAL MATERIALS	45,604	14,638	35,000	40,000	Increase is necessary to account for inflation
6004075 ELECTRONIC ACCESS MATERIALS	24,048	10,511	32,980	32,980	eBooks and electronic resources
6004100 POSTAGE AND FREIGHT	352	820	700	700	
6004105 DUES AND MEMBERSHIPS	1,069	0	2,050	2,050	
6004112 BLDG GROUNDS AND EQUIP REPAIR	10,480	5,681	2,060	2,060	Inflated 2021 actuals are due to unplanned elevator repairs
6004113 WATER AND SEWAGE CHARGES	1,128	678	3,200	3,200	Based on pre-COVID actuals

6004115 ELECTRIC CURRENT	57,643	8,415	59,000	65,000	Increase is necessary to account for inflation
6004117 BUILDING AND GROUNDS EXPENSES	36,116	14,501	36,350	41,014	Contractual expenses
6004136 OPERATIONAL EQUIPMENT REPAIRS	0	0	2,060	3,500	Based on pre-COVID actuals
6004137 ADVERTISING AND PROMOTION EXPE	846	277	6,000	6,000	Needed to build awareness of Library programs and services in the community
6004138 OTHER OPERATIONAL EXPENSES	24,863	177	16,000	16,000	Misc program expenses
6004139 Trust Account Outflows	5,945	0	0	0	
6004147 OTHER PROGRAM EXPENSES	15,000	7,230	15,000	15,000	BCC passthrough grant
6004160 MILEAGE AND PARKING-LOCAL	0	0	1,000	1,000	Local travel for meetings and programs
6004161 TRAVEL HOTEL AND MEALS	124	50	1,850	1,850	Travel for professional development and conferences
6004162 EDUCATION AND TRAINING	1,890	200	1,000	2,000	Professional development
6004165 ADVISORY BD/TRUSTEES EXPENSES	0	0	175	175	Trustee training/orientation
6004193 HARDWARE MAINTENANCE	2,740	4,840	7,022	8,500	Contractual expenses
6004196 COPYING MACHINE RENTALS	1,616	2,453	4,200	4,800	Increase is necessary to account for inflation
6004504 OTHER FINANCIAL SERVICES	33	15	27	20	Per OMB
6004573 OTHER FEES FOR SERVICES	6,930	1,391	6,000	6,400	Collections, book recycling, processing fees - Increase is necessary to account for inflation
<b>Total</b>	<b>476,921</b>	<b>208,436</b>	<b>462,787</b>	<b>487,328</b>	

#### Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	15,141	9,044	18,089	21,274	Per Risk and Insurance
6004604 DPW SECURITY CHARGEBACKS	115,457	30,019	120,077	103,178	Per DPW Security
6004606 TELEPHONE BILLING ACCOUNT	4,774	1,105	5,511	5,733	Per IT
6004609 DATA PROCESSING CHARGEBACKS	84,888	69,819	133,042	54,609	Per IT. Includes website hosting and public PC management contracts. Decrease is due to new chargeback formula.
6004617 DUPLICATING/PRINTING CHARGEBAC	0	0	8	0	Per IT
6004618 OFFICE SUPPLIES CHARGEBACK	3	6	70	7	Per IT
6004619 BUILDING SERVICE CHARGEBACK	31,857	12,316	46,095	5,000	Per DPW. Reduction is due additional Custodial Worker on Library payroll.
6004634 Indirect Costs - Excess of Bud	103,997	0	0	0	
<b>Total Chargebacks</b>	<b>356,117</b>	<b>122,309</b>	<b>322,892</b>	<b>189,801</b>	

#### Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,032	6,331	6,331	6,582	Per OMB
6006001 BANS Principal	0	0	0	47,578	Per OMB
6006008 PRINCIPAL ON CAPITAL LEASE	2,126	0	0	0	
6007000 INTEREST ON SERIAL BONDS	1,751	800	1,412	1,028	Per OMB

6007001 BANS Interest	0	0	0	4,830 Per OMB
6007005 INTEREST ON CAPITAL LEASE	586	0	0	0
<b>Total</b>	<b>10,495</b>	<b>7,131</b>	<b>7,743</b>	<b>60,018</b>
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<b>Total Expenditures</b>	<b>2,199,908</b>	<b>941,267</b>	<b>2,331,166</b>	<b>2,412,352</b>



July 5, 2022

Grant Number: 1529.04.22

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

Dear Josias Bartram:

We are pleased to offer support to Friends of the Broome County Public Library.

- Enclosed:
1. Agreement documenting a \$30,000 grant, to support the Expanding Literacy Programming project.
  2. Grant Report Form – Final Report (a condition of the grant agreement)

We suggest the Executive Director, or the principal individual involved with the grant project, review the grant agreement and report requirements, carefully. You will be required to fulfill the conditions of the enclosed agreement.

If both the Friends of the Broome County Public Library Board and the Executive Director find the agreement acceptable, execute the grant agreement with the signature of the Board President or a Board Officer and return one completed agreement to:

Roger Kresge Foundation  
P O Box 910  
Binghamton, NY 13902-0910

Upon receipt of the signed grant agreement, the Foundation will forward a check for the approved grant to your organization.

Respectfully yours,

Carol Kresge  
Executive Director

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

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

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

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

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

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

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

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

**TERM**

This Memorandum of Understanding shall commence on January 1, 2023 and end on December 31, 2024, unless sooner terminated by either party as follows. Either party may terminate this agreement upon thirty days written notice of their intention to terminate the arrangement.

**SCOPE OF SERVICES**

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

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

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

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

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

As required by federal regulation, the emergency services space shall be locked 24/7 and restricted to entry by emergency services personnel only. The Director of Emergency Services will coordinate with the Director of the Library to arrange for key staff to obtain the necessary clearances to enter the space.

### COMPENSATION

The Library shall be compensated for the use of space and services at the rate of \$17,000 per year. Emergency Services must issue its full payment of \$17,000 within the first quarter of the year each year. If this agreement is terminated by either party prior to the expiration of a full yearly term then the compensation shall be prorated on a monthly basis.

### INSURANCE

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



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

BROOME COUNTY PUBLIC LIBRARY

BROOME COUNTY OFFICE OF  
EMERGENCY SERVICES

By \_\_\_\_\_

By \_\_\_\_\_

Peter DeWind  
Library Board of Trustees President

Michael Ponticiello  
Director of Emergency Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Public Library Construction Program  
Application Form**

Project Number 0386 -22 -9298  
Institution Broome County Public Library  
SEDREF Institution ID: 800000055021  
Project Title Renovation of Bathrooms and Children's Room

Library or System Name: Broome County Public Library

Mailing Address: 185 Court Street

Address:

City, State, Zip: Binghamton NY 13901 3503

County: Broome

Director of Institution: Josias Bartram

Title: Library Director

Email: josias.bartram@broomecounty.us

State Judicial District: 6 State Assembly Districts: 122 123

State Senate Districts: 52 State Congressional Districts: 22

FEIN #: 161594438 School District: Binghamton City Sd

Public Library System: Four County Library System

NOTE: The institutional information listed above is pulled from the SEDREF database. [SEDREF](#) is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.

If your institutional or director information is incorrect, please contact us at [ldconstruction@nysed.gov](mailto:ldconstruction@nysed.gov)

Coordinated Projects

Is this application for a coordinated project? No

Library ID	Library Name
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Building Information - Provide the following information for the building that is the subject of this application. In almost all cases, this will be the legal name of the library.

\*Building Name: Broome County Public Library

\*Street Address: 185 Court St

\*City: Binghamton

\*State: NY

\*Zip Code: 13901

\*Building Type

Main Library

Library building is or will be accessible to persons with disabilities:

Physical access: true

Program access: true

Library building is:  
Otherwise legally available (i.e., located in a municipal building).

Library site is:  
Otherwise legally available (i.e., located in a municipal building).

\*Date of initial construction of library building (yyyy). 2000  
\*Number of floors. 2  
\*Square footage of building. 72000  
\*The building is designated a historic landmark. false  
The building is in a historic district. false  
The building is over 50 years old. false  
Does your Project involve ground disturbance? false

If your project is exempt from SHPO according to Appendix A, please state the reason and cite the language from Appendix A which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.  
Has SHPO determined that the library building was not eligible for the National Registry? false

Note: If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the [SHPO information page](#) to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction aid application as a signed PDF.

This library is owned by a school District. false  
Which school district? (if applicable):  
The total cost of this project will exceed \$10,000. true

Note: If the library building is owned by a school district and the cost of this project will exceed \$10,000, the applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.

Project Details

Project Title Renovation of Bathrooms and Children's Room  
Construction Project Manager (must be Library Staff or Board Member)  
Name: Josias Bartram

Phone (###-###-####): 607-778-6407  
E-mail: josias.bartram@broomecounty.us  
Library Director  
Name: Josias Bartram  
Phone (###-###-####): 607-778-6407  
Email: josias.bartram@broomecounty.us

Additional Contact Person  
If the Project Manager and the Library Director are the same person, please add contact information for a second person to receive important messages from Library Development about the project.

Name: Jennifer Keysor  
Phone (###-###-####): 607-778-6409  
Email: jennifer.keysor@broomecounty.us

Construction project application is for (select all that apply):  
New Construction: false Building Expansion: false  
Site Acquisition: false Renovation/Rehabilitation: true  
Energy Conservation: false Accessibility: false  
Safety: false Broadband: false  
Will the library's completed project  
require a local Certificate of false  
Occupancy?

Estimated Project Costs

a. Total Project Cost  
NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b". \$615,911

b. Cost of Project for Which Funding is Being Requested  
NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages. \$615,911

c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% or 90% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match. \$378,023  
75% Maximum Request: \$461,933  
90% Maximum Request: \$554,320

d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes. true

Timeframe (mm/dd/yyyy)  
This project is expected to start on or before: 09/01/2022  
This project was/will be started on 09/01/2022 and is not complete at the time of this application.  
(NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1).

This project is expected to be completed by: (Project cannot be completed 04/30/2023 before application date due to your system.)

**Public Library Construction Program  
Additional Sources of Funding**

Project Number 0386 -22 -9298  
Institution Broome County Public Library  
Project Title Renovation of Bathrooms and Children's Room

Fund Source	Description	Amount
Library Capital Funds	Funded through the 2022 Broome County Capital Improvement Program. This funding is designated for carpet replacement and will serve as our match for the project.	\$237,888.00

**Public Library Construction grant program  
Project Budget**

Project Number 0386 -22 -9298  
Institution Broome County Public Library  
Project Title Renovation of Bathrooms and Children's Room

**Purchased Services Expenses**

Service Type	Consultant/Vendor	Description	
Contracted Services	The Smith Group	Renovate bathrooms and children's room	
<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>
\$378,023	\$0	\$0	\$0
Service Type	Consultant/Vendor	Description	
Contracted Services	Rug Fair Commercial & Industrial Co, Inc.	Install carpet tiles and vinyl flooring	
<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>
\$237,888	\$0	\$0	\$0
<b>Purchased Service Totals</b>			
Cost	AmtApproved	ExpSubmitted	ExpApproved
\$615,911	\$0	\$0	\$0

**Supplies & Materials Expenses**

**Equipment Expenses**

**Grand Total**

<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>
\$615,911	\$0	\$0	\$0

## **Public Library Construction Program Project Narratives**

Project Number 0386 -22 -9298

Institution Broome County Public Library

Project Title Renovation of Bathrooms and Children's Room

### **Project Abstract**

This project will renovate bathrooms, add a door from the Children's Room to the Reading Garden, add a STEM sink, replace carpet, move security office

### **Description of Project**

The Broome County Public Library opened in the current location November 5, 2000 when we moved from the original Carnegie library that was built in 1904. The newly renovated 72,000 square foot facility incorporated the concept of the library as a community gathering space. We have multiple meeting rooms, computers, an exhibit area and a local history center. Because of our proximity to downtown Binghamton and our 5 meeting rooms, Broome County Public Library has almost 300,000 visitors per year.

The first-floor public bathrooms are original to the building and receive heavy use from library patrons and members of the surrounding community. As a result, they are outdated, damaged, and unsanitary. They are also unnecessarily difficult to clean, an issue that has become more apparent during the COVID pandemic. In particular, the tile walls, tile floors, plumbing fixtures, and partitions are all badly in need of replacement. This project will address these issues by completely renovating the bathrooms within the existing footprint using materials selected for durability and ease of cleaning.

Our second-floor public bathroom doesn't require a full renovation, but we will be replacing the partitions and plumbing fixtures.

The Library property includes a beautiful Reading Garden that was designed as a space for children's programs during the summer. This function has become particularly important during the COVID pandemic. Unfortunately, we currently have no direct access from the Children's Room into the garden. Children (and other patrons) who wish to use the garden must walk around the outside of the building on a sidewalk that skirts the parking lot. This project will address that need by installing a door from the Children's Room into the Reading Garden. The Children's Room is 6 inches below grade where the door will be installed so a ramp will be constructed against the interior wall in order to make the exit fully accessible. A short section of sidewalk will connect the to the existing walkway.

The Children's Activity Room was designed as a space for children's programs with a focus on storytime programs and performers. Accordingly, no plumbing was included in the design. Over the last 20 years, craft projects have become an increasingly important component of our children's programming, and the lack of a sink has hampered our ability to fully embrace this evolution. This project will address this need by adding a project sink to the existing built-in cabinetry along with all necessary plumbing and drainage.

Our Security Office is currently located in the back of the building in our Ahearn Business Center. We are in the process of replacing our hardwired security camera system with a new cloud-based system using funding from the 2020-2021 State Aid For Library Construction Program. This will allow us to renovate a closet off the rotunda at the front of our building to use as the new Security Office. We will then remove the old office in order to expand the Ahearn Business Center, a space that is used for Library programs and as a public meeting room.

The majority of the carpet in the public areas is original to the building and is worn out. In addition to being unsightly, it has become a tripping hazard. In 2021, we began replacing it with a mixture of new carpet tiles and commercial-grade vinyl flooring. This project will continue that process with a focus on the Children's Room & Children's Activity Room to coordinate with the planned construction. The floor in the Activity Room will be split between carpet and vinyl in order to facilitate use for both story time and craft projects and the carpet in the Children's Room will include an brightly-colored checkerboard in order to delineate the play area. As detailed in the Budget Narrative, all carpet/flooring will be funded through the Broome County Capital Improvement Program and will serve as the match for the project. No award funds will be used for this purpose, and costs reimbursed by grant will not be funded by other bonds in the first instance.

### **Impact of Project**

In alignment with program priorities, this project will:

- Increase the effectiveness of our Youth Services department by expanding the programming space to include the existing Reading Garden and improving the Children's Activity Room as a space for STEAM programming.
- Improve access to our Reading Garden through the addition of an accessible entrance from the library building.
- Improve the public bathrooms, a key library service.
- Improve our security by renovating a closet at the entrance of our building to serve as our new Security Office, a change that was made possible by the upgrade of our security system with 2021-2022 State Aid For Library Construction funds.
- Expand the space available for library programs and public meetings by converting the old Security Office into an expansion of our Ahearn Business Center.

### **Timetable**

#### 2022

2/7- Begin replacing flooring through the Broome County Capital Improvement Program

2/25 - Finish replacing flooring

8/15 - Obtain updated quotes from the Smith Group

8/22 - Apply for building permit

9/1 - submit project to the Broome County Legislature

10/1 - Begin construction

12/15 - Finish construction

### **Budget Narrative**

Downstairs bathroom renovations will be completed by the Smith Group at a total cost of \$162,608 and will be completed using award funds. As outlined in the attached quote, this will include:

- The removal of existing floor tile and wall tile
- The installation of epoxy floor systems in both bathrooms
- The installation of new wall tile

- The replacement of the drop ceiling
- Installation of new partitions
- Replacement of all fixtures and accessories

Replacement of partitions and fixtures in the upstairs bathroom will be completed by the Smith Group at a total cost of \$32,193 using award funds.

The exit from the Children's Room into the Reading Garden will be installed by the Smith Group at a total cost of \$71,182 and will be completed using award funds. As outlined in the attached quote, this will include:

- A new exterior door
- An interior ramp
- A new sidewalk that connects to the existing walkway

The new plumbing and sink in the Children's Activity Room will be installed by the Smith Group at a total cost of \$32,352 using award funds.

Renovation of the closet at the entrance of our building into our new Security Office will be completed by the Smith Group at a total cost of \$66,597 using award funds.

Removal of old Security Office in order to expand space available for library programs and public meetings will be completed by the Smith Group at a total cost of \$13,091 using award funds.

Replacement carpet and LVT flooring will be furnished and installed by Rug Fair Commercial & Industrial at a total cost of \$237,888. This will be funded through Broome County's Capital Improvement Program (see attached Certificate of Available Funds), and will serve as the match for this project. No award funds will be used for this purpose, and costs reimbursed by grant will not be funded by other bonds in the first instance.





Four County Library System

304 Clubhouse Road  
phone: (607) 723-8236

Vestal, New York 13850  
fax: (607) 723-1722

<http://www.4cls.org>

TO: Josias Bartram  
FROM: Steve Bachman  
RE: Construction Aid Preliminary Award  
DATE: 6/15/2022

We have reviewed your 2022 Construction Aid Program Intent to Apply Form. Based on the forms received and the state allocation to 4CLS, we can offer your library **\$107,250** towards the project.

Funding at this level for the described project results in a local match of **\$35,750**.

If this award is sufficient for your purposes, we invite you to submit a full Construction Aid Application. The NYS portal is open. Go to <http://www.nysl.nysed.gov/libdev/construc/index.html> for updated information from New York State.

Please do not hesitate to reach out with questions during the application process. The deadline for applications submitted through the portal is **Friday, September 2**.