



## New York State Construction Aid Program

### 4CLS Notification of Intent to Apply Form 2022-2023

Due to Brian Lee at 4CLS by May 31, 2022

Director Name: Josias Bartram

Library: BCPL

Describe the project in one sentence: Renovate our 2<sup>nd</sup> floor public bathrooms and staff bathrooms and add an emergency exit to the back of our building.

Describe the project briefly but completely: This project will continue the renovations that we are starting with our 2021-2022 NYS Construction Aid. We will renovate the remainder of our public bathrooms as well as the staff bathrooms, and will add an emergency exit to the back of our building and a walkway that connects it to the sidewalk.

How will this project improve service to the community? Our bathrooms have been heavily used by the community for 23 years and badly need renovation in order to continue to serve the community. There is currently no emergency exit in the back of our building. Adding one will improve safety, particularly for patrons and staff with mobility related disabilities and will also raise the occupancy limits for our meeting rooms.

If the project is funded, when will it begin (approximately)? 9/1/2023 End? 6/30/2024

This year's total cost of project: \$400,000

Funding requested (up to 75% of cost for eligible libraries\*): \$300,000

*\*See Reduced Match Eligibility Criteria*

If awarded through the NYS Construction Aid Program, the library will begin the project within 180 days of notification of award from NYS.

Josias Bartram

Name of Library Director

  
Signature of Library Director

JoAnne Hanrahan

Name of Board President

  
Signature of Board President

For more information go to: <https://4cls.libguides.com/Construction> or contact Brian Lee, [blee@4cls.org](mailto:blee@4cls.org)

**bcpl**  
broome county  
**public library**  
**[thebcpl.org](http://thebcpl.org)**





185 Court Street  
Binghamton, NY 13901  
(607) 778-6400

<b>Circulation</b> .....	778-6454	<b>Information (Reference)</b> .....	778-6451
<b>Local History</b> .....	778-3572	<b>Youth Services</b> .....	778-6456

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Signature

You are responsible for all use of this card.



Valid at any Four County Library System Library



**thebcpl.org**

BROOME COUNTY PUBLIC LIBRARY <b>POLICY &amp; PROCEDURE MANUAL</b>	SECTION	Operations	POLICY #	<b>5220-0</b>
	EFFECTIVE	DRAFT	PAGE	1 OF 2
	SOURCE	Library Administration		
	SUPERCEDE	September 3, 2015		

## BROOME COUNTY PUBLIC LIBRARY MEETING ROOM POLICY 10/2019

**Fax: 607-778-6429, checks payable to Broome County Public Library, 185 Court St., Binghamton, NY 13901. For more information email [Sherry.Kowalski@BroomeCounty.US](mailto:Sherry.Kowalski@BroomeCounty.US)**

### Introduction:

As a public institution dedicated to free expression and free access to ideas presenting all points of view concerning the problems and issues of our times, the meetings rooms in the Broome County Public Library are available on equal terms for the lawful activities of all community groups, regardless of their beliefs or affiliations. Granting of permission to use the library meeting rooms does not imply library endorsement of the aims, policies or activities of any group. Serving alcoholic beverages is prohibited. Personal and family events are prohibited, such as birthday parties, wedding or baby showers.

### Availability:

- BCPL programs receive first priority
- Available to community groups on a first come first served based on receipt of payment
- Organization booking the room is responsible for supplying an interpreter if one is requested
- Groups are responsible for enforcing existing safety regulations:
  - 1) No smoking at any time inside the building or outside
  - 2) Exits and entrances must be kept free of obstruction
  - 3) Meetings should not disrupt ordinary library activities
  - 4) At the start of each meeting, speaker should point out emergency exits

### Fees:

- Payable in advance and are non-refundable, unless the library must cancel for any reason.
- Broome County Departments and City of Binghamton are exempt from fees.
- \$30 per hour plus mandatory \$15 for ½ before the session and \$15 for ½ hour after the session.
- \$60 minimum

### Application Process:

- A representative of the group, who has read and agrees with the policy, must submit the Meeting Room Reservation Form and applicable fees within one week of initial phone request for confirmation of date
- Meeting presenter must be aware of Meeting Room Policy
- **Any organization holding a meeting open to the public MAY NOT charge an entry fee**
- No group or individual may solicit for donations within the library except BCPL, Friends of BCPL or Broome County Historical Society

### Scheduling:

- All meetings must be scheduled during normal operating hours and end by 7:30 p.m. Mon.-Thurs. or 4:30 Fri. and Sat.
- Exceptions are made to Library related meetings and the Broome County Board of Elections
- **Cancellation must be made at least 2 days in advance** – Library Director may restrict future meetings if cancellation requirements are not met
- **Meetings must be completed, and room empty by library closing time**

### Liability:

*The representatives of the Group must sign a room usage agreement that memorializes all of the requirements contained herein and approved as to form by the Library Board of Trustees' legal counsel. The Group agrees to indemnify and hold the Broome County Public Library, Library Board of Trustees, and the County of Broome and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damage(s), settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the usage of the room including negligent error(s) and/or omission(s) and/or act(s) by the Group, including Group's employees and licensees or invitees*

## BROOME COUNTY PUBLIC LIBRARY MEETING ROOM

**MEETING ROOM RESERVATION FORM**

*Reservation Form should be completed, signed, and submitted with the applicable fees within (1) one week of initial request.*

Organization Name: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Open to Public <sup>[A]</sup><sub>[AFS]</sub>

Organization Meeting Only <sup>[A]</sup><sub>[AFS]</sub>

Organization Representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ (only within posted library hours)

Meeting Time: \_\_\_\_\_ Arrival/Departure time: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

***Meeting rooms may be booked at \$30 per hour plus a mandatory fee of \$15 for both ½ hour before and ½ hour after the session. Please circle room requested.***

**Decker Community Room** (80 people maximum) Available: PC presentation – organization must supply own laptop  
Overhead Projector, Hearing Loop, Catering Kitchen

**Exhibit Room** (49 people maximum) Overhead projector

**Creation Station** (6 computers plus 1 instructor computer) – Sewing Machine, Cricut Smart Cutting Machine  
NO FOOD OR BEVERAGES

**Ahearn Business Resource Center** (16 people maximum)

**New Room** (26 people maximum) Piano, a portable projector available by request

**I have received, read, understood, and agree to comply with the Broome County Public Library Meeting Room Policy.**

I hereby fully release and discharge the Broome County Public Library Board, the County of Broome, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting(s) in the Broome County Public Library.

The County of Broome, the Broome County Public Library and their employees are hereby released from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cause of action of any kind and nature arising or growing out of or in any way connected with personal equipment brought in the Library.

I further agree to indemnify and hold harmless and defend the Broome County Public Library Board, the County of Broome, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting(s) in the Broome County Public Library.

Costs for damage and restoration will be charged. People reserving the meeting room must be at least 18 years of age.

Signature \_\_\_\_\_ Date \_\_\_\_\_