

## **Broome County Public Library Ban Appeal Policy**

The Broome County Public Library is committed to providing a welcoming and safe environment for all patrons. In accordance with our Patron Code of Conduct, individuals who commit serious violations may be temporarily or indefinitely banned from library premises by the Library Director (or designee).

The Broome County Public Library Board of Trustees provides a formal process for patrons to appeal these decisions.

### **How to File an Appeal**

Any patron who believes their library privileges have been unjustly restricted is encouraged to appeal the decision. Appeals must be submitted within fourteen (14) days of receiving notice of the ban.

#### **To submit an appeal:**

- Complete the official Ban Appeal Form, available online at [Insert Website Link] or in print at the library's circulation desk.  
Submit the completed form by email to:  
**Library.Trustees@broomecountyny.gov**
- If you do not have access to a computer, you may call Library Administration at **(607) 778-6407** to request assistance with submitting your appeal. Please note that in-person pickup or drop-off of forms may require an appointment.
- Incomplete or anonymous submissions will not be considered.

### **Review Process**

#### **1. Initial Review**

- Upon receipt of a completed appeal form, the President of the Board of Trustees (or their designee) will review the appeal.
- This review will focus on procedural adherence, appropriateness of ban length, and alignment with the Patron Code of Conduct. The underlying facts of the incident will generally not be re-investigated unless new, relevant information is provided.

#### **2. The President (or designee) will:**

- Review the evidence related to the incident and the ban

- Consider any documentation submitted with the appeal
- Evaluate whether the stated reasons for the ban are consistent with the Patron Code of Conduct
- Assess whether the ban's duration is reasonable in light of the incident
- Issue a preliminary response to the Board within fourteen (14) days of receiving the completed appeal (this may include a request for additional time up to thirty (30) days)
- Issue a recommendation to the Board

### 3. Board Decision

- At the next regularly scheduled meeting of the Board following the receipt of the preliminary response from the Board President (or designee), the Board will review the decision of the President (or designee) and supporting documents.
- The Board will issue a written decision within thirty (30) days of the Board meeting at which the ban appeal is reviewed and voted on.
- Possible outcomes:
  - Uphold the ban
  - Adjust the term of the ban
  - Remove the ban
- A two-thirds vote of the full Board is required to remove an indefinite ban.

### 4. Post-Appeal Conditions

- If the appeal is successful, the patron may be subject to a probationary period, during which further infractions may result in escalated consequences.

### Limitations

- **Repeat Appeals:** If an appeal is denied, the patron may not submit another appeal for the same violation for a period of twelve (12) months.
- Scope of Review:** Appeals are not opportunities to contest the facts of the case unless substantive new information is presented. The Board focuses on whether due process was followed and whether the ban is proportionate.

## Broome County Public Library – Ban Appeal Form

*Submit within 14 days of receiving notice of your ban.*

### SECTION 1: PATRON INFORMATION

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

Phone Number: \_\_\_\_\_

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

Mailing Address:

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### SECTION 2: BAN DETAILS

Date you were notified of your ban: \_\_\_\_\_

Method of notification (check one):

☐ In-person    ☐ Phone    ☐ Email    ☐ Mail

Duration of ban: \_\_\_\_\_

### SECTION 3: REASON FOR APPEAL

Please explain why you believe your ban should be reconsidered. Focus on whether:

- You believe the process was not followed properly
- The length of the ban is disproportionate
- You have new, relevant information to provide

Use the space below or attach additional pages if needed.

\*Note: This is not an opportunity to contest the facts unless you have new, relevant information.\*

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## SECTION 4: SUPPORTING DOCUMENTATION

Please list and attach any documents you wish the Board to review (e.g., witness statements, personal statements, correspondence).

If you are appealing an indefinite ban, please include documentation demonstrating that you have taken meaningful steps to address the underlying circumstances that led to the ban. Appeals of indefinite bans will not be considered without such supporting evidence.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## SECTION 5: PATRON DECLARATION

I affirm that the information provided in this appeal is complete and accurate to the best of my knowledge. I understand that:

- Incomplete or anonymous appeals will not be considered
- The Board of Trustees will focus its review on whether the ban process was followed correctly and whether the ban is proportionate
- If appealing an indefinite ban, I am required to provide documentation of steps I've taken to address the issues that led to the ban
- I may not submit another appeal for the same violation for 12 months if this appeal is denied

Signature: \_\_\_\_\_

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

Submit completed form by email to: [Library.Trustees@broomecountyny.gov](mailto:Library.Trustees@broomecountyny.gov)

If you need help completing or submitting this form, please call Library Administration at (607) 778-6407.

In-person drop-off or pickup will require an appointment.

## **Broome County Public Library Child Supervision Policy**

The Broome County Public Library ("BCPL" or the "Library") is committed to providing a welcoming, educational, and safe environment for all visitors. As we strive to support children and families as they explore, learn, and grow together at the Library, we ask that parents, guardians, and caregivers take responsibility for the safety and behavior of their children while on Library property.

### **Supervision Guidelines**

- Children **under 11 years old** must be accompanied and supervised by a parent, guardian, or caregiver who is at least 16 years of age.
- Children **11 years and older** are welcome to visit the Library independently, provided they can follow the Patron Code of Conduct and are able to contact a parent or caregiver if needed.
- If a child under the age of 11 is found without supervision and we are unable to quickly locate a caregiver, the child may be placed in the care of a Broome County Security Officer to ensure their safety until a parent or guardian can be reached.

### **Additional Guidelines**

While we love seeing families enjoy the Library, please note that the Library is not equipped to provide childcare services. To help keep everyone safe:

- Children should remain under the supervision of their parent or caregiver at all times.
- Parents or caregivers should stay with their children during Library programs unless otherwise noted.
- If attending a meeting or event on Library property, parents and caregivers are asked to keep their children with them during that time.
- For the safety of minors, any child under 16 who remains at the Library 15 minutes after closing will be placed in the care of Broome County Security.
- Library staff are not permitted to transport children under any circumstances.

### **Behavior Expectations**

Children are expected to abide by the Patron Code of Conduct, and it is the responsibility of the caregiver to ensure they do so. Repeated or serious infractions may result in being asked to leave Library property.

### **Why These Guidelines Are Important**

These guidelines help us protect the well-being of all our visitors:

- Young children may become scared, confused, or disoriented if left alone.

Broome County Public Library Policy & Procedure Manual

(Previous Policy #3800-0)

Effective Date:

- Older children may not be prepared to care for a younger sibling, especially if that child becomes upset or ill.
- Children left unattended for long periods may become restless or disruptive.
- As a public building, the Library cannot guarantee who children may encounter.
- Library staff are not legally authorized to provide emergency medical care or supervision.
- Children could unintentionally enter unsafe areas such as stairs, doors, or elevators.
- Emergencies such as a building evacuation may require quick adult supervision and decision-making.

We appreciate your help in making the Library a safe and enjoyable place for everyone. Thank you for working with us to support a learning-friendly environment for all ages.

## Collection Development Policy

### 1. Introduction

The mission of the Broome County Public Library (“the Library” or “BCPL”) is to educate, entertain, and energize the Broome County community. As the Central Library for the Four County Library System (4CLS), BCPL also serves the residents of Chenango, Delaware, and Otsego counties. This policy directly supports that dual mission by governing the selection and maintenance of the Library's collections.

BCPL opposes censorship and affirms the right of our patrons to access materials that offer the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority or controversial in nature. This is in accordance with the American Library Association’s [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#). The Library's decisions to acquire or remove materials from our collections will not be determined by partisan or doctrinal points of view and do not constitute endorsement or rejection of the materials’ content. Patrons are free to challenge the presence of material in any collection or location within the Library by using the process outlined below under Requests for Reconsideration of Library Materials.

The Library provides patrons with free access to all materials in our collections. Individual patrons are free to select or reject any item for their personal use according to their personal beliefs and values. Responsibility for supervising children's use of library materials—regardless of format, content, or collection—lies with parents or guardians. It is not the Library’s role to act on their behalf.

### 2. Selection of Library Materials

#### a. Responsibility for Selection

The Library’s professional staff are responsible for the selection of all library materials. Oversight and direction are provided by Library Administration, and the process is subject to the policies of the Board of Trustees.

#### b. Criteria Used for Selection

General criteria used for the selection of materials in all formats include popular demand, the accuracy of the information, the timeliness of the material, the reputation and authority of the author and publisher, relevance to the

communities we serve, critical reception, the importance of the subject matter to the collection, quality, availability, and cost.

In applying these criteria, selectors consult recommendations and lists produced by our vendors as well as a wide range of reviews and professional literature. The Library's collections reflect the American Library Association's [Freedom to Read](#) and [Freedom to View](#) Statements. Selectors strive to provide a diversity and balance of viewpoints without prejudging materials on the basis of the moral, religious or political beliefs of the creator or publisher, or on the basis of controversial content.

Special consideration will be given to materials that are produced by local authors or explore local history, and those that are specifically requested by our patrons. However, the Library will still apply the above selection criteria to these materials and will only select materials that are of value to the collections and the community.

### 3. Donations

Donations of materials are accepted with the understanding that they are subject to the same criteria as purchased materials and that the Library reserves the right to utilize them accordingly. Donated materials may be added to the collections, sold by the Friends of the Library to fund our public programs, given to other libraries, or discarded.

Donated items will be formally acknowledged with a receipt if requested at the time of the donation. The Library does not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.

### 4. Collection Maintenance and Weeding

Since all libraries have a finite space to operate within, physical limits are imposed on the size of materials collections. These limits are maintained by a definite rate of acquisition (as determined by our annual collections budget) and a similar rate of discarding. Librarians selectively add to and weed from a core materials collection.

When evaluating print materials, collection maintenance usually involves the continual care of materials, including accurate and efficient shelving (and re-shelving), shelf-reading, shifting, and cleaning. All materials are considered for weeding based on accuracy, currency, and relevancy. Space limitations, availability of newer editions, format, physical condition, number of copies, and circulation history are considered



when evaluating physical materials.

Weeded items which appear to be of interest to the public and are in good condition will be sold by the Friends of the Broome County Public Library. Some discarded reference items may be given to area libraries in the 4CLS or SCRLC system, local colleges, or Broome County governmental departments. When weeding, librarians may decide to reorder or replace materials to retain a balanced and relevant collection.

## 5. Requests for Reconsideration of Library Materials

BCPL is committed to providing access to a wide range of materials that reflect diverse viewpoints, interests, and experiences. The inclusion of any item in the Library's collection does not constitute an endorsement of its content. This policy outlines the process for reviewing formal challenges to library materials.

A reconsideration of a Library resource must be based on the failure of that resource to fall within the Library's collection development policy. Only patrons with a valid BCPL library card may issue a request for reconsideration.

- a. Patrons wishing to request a reconsideration must complete a Request for Reconsideration of Library Materials form (Form 2010-4-A) in full. Anonymous or incomplete submissions will not be considered. This form can be found at [website link] or a printed copy can be made available at the BCPL circulation desk.
- b. The completed form will be forwarded to the Library Director. The Library Director (or designee) will review the original reasons for the purchase and if they meet the criteria laid out in the library's Collection Development Policy. The Library Director (or designee) will issue a response within 30 days of receipt of the Request for Reconsideration of Library Materials.
- c. If the concern has not be fully addressed, the patron may request the Library Director form a Review Committee consisting of:
  - i. Two librarians not involved in the initial selection
  - ii. Two members of the Library Board
  - iii. One representative from the Four County Library System
- d. The committee will:
  - i. Review the material in its entirety

- ii. Consider the item's merits, context, and alignment with the Library's mission and Collection Development Policy
- e. The Committee will meet and issue a written decision within 60 days of receipt of the completed Request for Reconsideration of Library Materials form. The decision may be to retain the item, relocate it, remove it, or balance with other materials. A two-thirds majority vote is required for removal or relocation.
- f. If the patron wishes to appeal the Committee's decision, they may appeal the decision to the President of the Library Board within 15 days of the Committee's written response. The Library Director will brief the board on the Request for Reconsideration and the steps taken to this point. The Library Board will consider the appeal at its next scheduled meeting and issue a final decision.
- g. Limitations
  - An item that has been reviewed and retained cannot be challenged again for a period of five years.
  - No more than three active challenges per year will be accepted from any single individual.

## 6. References and Supporting Documents

- a. [Library Bill of Rights](#), American Library Association, written in 1939 and revised/reaffirmed in 2019
- b. [Freedom to Read Statement](#), American Library Association, written in 1953 and revised/reaffirmed in 2004
- c. [Freedom to View Statement](#), American Library Association, written in 1979 and revised/reaffirmed in 1990
- d. Request for the Consideration of Library Materials, BCPL, attached

## Request for Reconsideration of Library Materials

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_ Book      \_\_\_\_\_ Audiovisual Resource

\_\_\_\_\_ Magazine      \_\_\_\_\_ Digital Resource

\_\_\_\_\_ Newspaper      \_\_\_\_\_ Content of Library Program

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Reference Number \_\_\_\_\_

All questions are required.

1. Do you have an active library card with Broome County Public Library?

2. What brought this title to your attention?

3. Please describe why, in your opinion, the named resource is objectionable.

4. Why does this resource not fall within the collection development policy of the Library? Please refer to our collection development policy, located here:

5. What material in the resource do you find objectionable? Please be specific, citing pages and/or sections.

6. Did you read, view or listen to the entire resource?

7. What do you feel might be the result of using this resource?

8. Are you aware of the evaluation of this work by critics? Please provide an example.

9. Are there citations or supporting materials that have informed your opinion on this topic?

10. You are requesting the resource:

- ☐ be removed
- ☐ be relocated to another section of the collection
- ☐ be balanced with other materials

11. If you wish the resource to be balanced, please list titles of resources that could be added to the collection to provide a balanced view:

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FOR LIBRARY USE ONLY

Name of staff member taking comment: \_\_\_\_\_

Department: \_\_\_\_\_



# BCPL READING GARDEN









185 COURT ST  
BINGHAMTON, NY, 13901


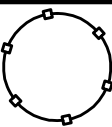
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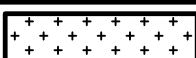


SUBMISSION DATE: 05/09/2025





PRELIMINARY - NOT FOR CONSTRUCTION

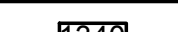
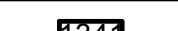
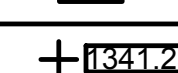
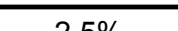





<b>LANDSCAPE ARCHITECT:</b> WHITHAM PLANNING DESIGN LANDSCAPE ARCHITECTURE PLLC 404 N CAYUGA STREET ITHACA NY 14850 607.272.1290 admin@whithamdesign.com	<b>SEAL:</b>				<b>OWNER:</b> BROOME COUNTY PUBLIC LIBRARY 185 COURT STREET BINGHAMTON NY, 13901 607.778.6400 <a href="https://www.thebcpl.org/">https://www.thebcpl.org/</a>
<b>SHEET LIST:</b>  <u>LANDSCAPE ARCHITECTURE</u> L-000 - COVER SHEET L-001 - LEGENDS & ABBREVIATIONS L-002 - GENERAL NOTES L-100 - EXISTING CONDITIONS PLAN L-101 - DEMOLITION PLAN L-201 - MATERIALS PLAN L-202 - LAYOUT PLAN L-301 - PLANTING PLAN L-401 - LANDSCAPE DETAILS 1					









TEMPORARY E&SC PLAN LEGEND	
	INLET PROTECTION
	SILT FENCE / COMPOST SOCK
	CONSTRUCTION ENTRANCE
	EROSION CONTROL BLANKET
	CHECK DAM
	CONCRETE WASHOUT STATION
	COFFER DAM
	DE-WATERING PUMP (SUMP-PIT)

TEMPORARY SITE PROTECTION PLAN LEGEND	
	CONSTRUCTION SITE SECURITY FENCE
	TREE PROTECTION

DEMOLITION PLAN LEGEND	
	ASPHALT REMOVAL
	CONCRETE REMOVAL
	BUILDING REMOVAL
	GRAVEL/SAND REMOVAL
	PLANT REMOVAL
	AREA VEGETATION REMOVAL

LAYOUT & MATERIALS PLAN LEGEND	
	UNIT PAVERS
	STONE DUST PAVEMENT
	LAWN
	PERENNIALS

GRADING & DRAINAGE PLAN LEGEND	
	MAJOR CONTOUR
	MINOR CONTOUR
	SPOT ELEVATION
	SLOPE ARROW
	CATCH BASIN
	BOULDER RETAINING WALL
	UNDERGROUND DRAIN LINE
	PVC DRAIN CLEANOUT
	STORM SEWER MANHOLE

AMENITIES PLAN LEGEND	
	LIGHT POLE
	WASTE / RECYCLING RECEPTACLE
	BENCH
	CAFE TABLE
	PICNIC TABLE
	BOLLARD
	BOLLARD LIGHT
	SIGN POST

ABBREVIATIONS (LANDSCAPE ARCH)	
@	AT
&	AND
ALT.	ALTERNATE
APPROX.	APPROXIMATELY
ARCH.	ARCHITECTURE (OR) ARCHITECT
B&B	BALLED & BURLAPPED
BOB (OR) BB	BOTTOM OF BANK
BOC (OR) BC	BOTTOM OF CURB
BOW (OR) BW	BOTTOM OF WALL
CAL.	CALIPER
CB	CATCH BASIN
CL	CENTER LINE
CONC.	CONCRETE
CONT.	CONTAINER (OR) CONTINUE
DIA.	DIAMETER
DEMO.	DEMOLISH (OR) DEMOLITION
E&SC	EROSION AND SEDIMENT CONTROL
ELEV.	ELEVATION
EXIST.	EXISTING
EXP. JT.	EXPANSION JOINT
FIN	FINISHED
FFE	FINISHED FLOOR ELEVATION
GAL.	GALLON
GALV.	GALVANIZED
HP	HIGH POINT
HT	HEIGHT
I.D.	INNER DIAMETER
ISO. JT.	ISOLATION JOINT
LA	LANDSCAPE ARCHITECT
LG	LARGE
LF	LINEAR FEET
LFF	LINEAR FACE FEET
LP (OR) LTP	LOW POINT (OR) LIGHT POLE
MAX.	MAXIMUM
MED.	MEDIUM
NO. (OR) #	NUMBER
NTS	NOT TO SCALE
N.I.C.	NOT IN CONTRACT
O.C.	ON CENTER
O.D.	OUTSIDE DIAMETER
OH	OVERHEAD
OHE	OVERHEAD ELECTRIC
P.O.B.	POINT OF BEGINNING
PL	PROPERTY LINE
PROP.	PROPOSED
PVMT.	PAVEMENT
QTY.	QUANTITY
R	RADIUS
SF	SQUARE FEET
SFF	SQUARE FACE FEET
SM. (OR) S	SMALL
SP	SPECIES
SPECS.	SPECIFICATIONS
SPR.	SPREAD
TOB (OR) TB	TOP OF BANK
TOC (OR) TC	TOP OF CURB
TOW (OR) TW	TOP OF WALL
TYP.	TYPICAL
VAR.	VARIETY (OR) VARRIES
W/	WITH
W/O	WITHOUT



404 North Cayuga Street Ithaca NY 14850

PROGRESS  
PRINT  
NOT FOR CONSTRUCTION  
OR BIDDING

SEAL

NOTICE: IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED LANDSCAPE ARCHITECT TO ALTER ANY ITEM ON THIS DOCUMENT. WHOEVER ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE AND A SPECIFIC DESCRIPTION OF ALTERATIONS.

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WHITHAM PLANNING DESIGN LANDSCAPE ARCHITECTURE PLLC

BY									
REVISION									
DATE									

BROOME COUNTY PUBLIC LIBRARY  
READING GARDEN  
IMPROVEMENTS  
185 COURT STREET  
BINGHAMTON, NY, 13901

LEGENDS &  
ABBREVIATIONS

N/A  
SCALE

202430 PROJECT NO.	XS DRAWN BY
5/9/2025 DATE	JvM CHECKED BY

L-001



GENERAL PROJECT NOTES

1. CONTRACTOR IS RESPONSIBLE FOR ALL APPLICABLE INSURANCES, CONSTRUCTION METHODS AND PERMITS. LANDSCAPE ARCHITECT IS NOT RESPONSIBILITY FOR DAMAGE OR PERSONAL INJURY OCCURING DURING CONSTRUCTION OR THEREAFTER.
2. THE CONTRACTOR SHALL PERFORM ALL WORK WITH THE NECESSARY PRECAUTION SO THAT ANY MATERIALS WHICH ARE TO REMAIN IN PLACE, OR WHICH ARE TO REMAIN THE PROPERTY OF THE OWNER, WILL NOT BE DAMAGED.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR PRECAUTIONS NECESSARY TO PROTECT ALL EXISTING BUILDING WALLS, PAVEMENTS, AND UTILITIES TO REMAIN.
4. CONTRACTOR IS RESPONSIBLE FOR ALL JOB SAFETY & TRAFFIC PROTECTION MEASURES.
5. IN THE EVENT THAT THE CONTRACTOR DAMAGES ANY MATERIALS WHICH ARE TO REMAIN IN PLACE OR WHICH ARE TO REMAIN THE PROPERTY OF THE OWNER, THE DAMAGED MATERIALS SHALL BE REPAIRED OR REPLACED AT THE EXPENSE OF THE CONTRACTOR IN A MANNER SATISFACTORY TO THE LANDSCAPE ARCHITECT AND THE OWNER.
6. WHENEVER ITEMS IN THE CONTRACT REQUIRE MATERIALS TO BE REMOVED AND DISPOSED OF, THE COST OF SUPPLYING A DISPOSAL AREA AND TRANSPORTATION TO THAT AREA SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR (UNLESS OTHERWISE NOTED)
7. PRIOR TO CONSTRUCTION, THE CONTRACTOR IS RESPONSIBLE TO CONSULT WITH LOCAL OFFICIALS & UTILITY COMPANIES TO CONFIRM THE LOCATION OF UTILITIES WITHIN THE PROJECT LIMITS. FOR PROJECTS IN THE STATE OF NEW YORK, THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE NY ONE-CALL SERVICE BEFORE BEGINNING ANY EXCAVATION WORK.
8. ANY PROPERTY CORNER SURVEY PINS OR EASEMENT FLAGS DAMAGED OR MOVED DURING CONSTRUCTION MUST BE REPLACED AND SURVEYED BY A LICENSED SURVEYOR AT THE CONTRACTORS EXPENSE PRIOR TO COMPLETION OF CONSTRUCTION.
9. THE CONTRACTOR IS RESPONSIBLE TO INSTALL AND MAINTAIN TRAFFIC CONTROL BARRICADES AND FENCING AROUND CONSTRUCTION SITE. TEMPORARY SIGNS SHALL BE INSTALLED TO DIRECT PEDESTRIAN AND VEHICULAR TRAFFIC SAFELY AROUND WORK AREAS DURING CONSTRUCTION.

GENERAL EXISTING CONDITIONS NOTES

1. UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES WHETHER FUNCTIONAL OR ABANDONED WITHIN THE PROJECT AREA ARE SHOWN ON THIS DRAWING. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK AND SHALL BE RESPONSIBLE FOR ANY DAMAGE RESULTING FROM THEIR WORK.
2. FOR PROJECTS IN THE STATE OF NEW YORK, THE CONTRACTOR SHALL NOTIFY UNDERGROUND FACILITIES PROTECTIVE ORGANIZATION (UFPO) 1-800-962-7962 OR 811 "DIG SAFELY" IN ACCORDANCE WITH 16 NYCRR PART 753.
3. CONTRACTOR TO CONFIRM ALL CONDITIONS IN THE FIELD AND REPORT ANY DISCREPANCIES TO THE LANDSCAPE ARCHITECT IMMEDIATELY. PHOTO SURVEY RECORD AT ONSET OF PROJECT IS RECOMMENDED.

GENERAL SITE ACCESS AND PUBLIC USE NOTES

1. CONTRACTOR SHALL STAGE & SCHEDULE CONSTRUCTION TO ACCOMMODATE UNOBSTRUCTED AND SAFE PUBLIC ACCESS TO ADJACENT BUILDING ENTRANCES AT ALL REGULAR OPERATION TIMES.
2. CONTRACTOR TO CONFIRM OPERATING TIMES AND ACCESS REQUIREMENTS WITH OWNER PRIOR TO START OF WORK.

GENERAL STOCKPILE NOTES

1. STOCKPILED MATERIAL SHALL BE COVERED WITH TARPS AND/OR STRAW MULCH IMMEDIATELY FOLLOWING OF EXCAVATION EFFORT.
2. ALL STOCKPILES TO BE ENCLOSED BY SILT FENCE OR OTHER APPROVED SEDIMENT CONTROL MEASURES. PLACE AS DESCRIBED IN THE SEDIMENT CONTROL NOTES.
3. STOCKPILE HEIGHTS TO BE LIMITED TO 8' UNLESS OTHERWISE NOTED/APPROVED.
4. ONSITE STOCKPILE LOCATIONS TO BE WITHIN PROPERTY LIMITS. CONTRACTOR NOT TO STOCKPILE OR DISTURB SOIL BEYOND GRADING LIMITS AND APPROVED/NOTED LOCATIONS.
5. REMOVE EXISTING SOD PRIOR TO EXCAVATION OF TOPSOIL INTENDED FOR RE-USE ON SITE.
6. CONTRACTOR IS RESPONSIBLE FOR THE SECURITY AND SAFETY OF ALL EQUIPMENT AND MATERIALS STOCKPILED ON SITE.

GENERAL E&SC AND SEEDING NOTES

1. SILT FENCES, COMPOST LOGS, AND ALL OTHER FORMS OF EROSION CONTROL SPECIFIED ON PLANS MUST BE INSTALLED PRIOR TO THE START OF WORK AND SHALL BE MAINTAINED UNTIL ALL DISTURBED AREAS ARE FULLY STABILIZED (SEE E&SC PLAN).
2. TREE PROTECTION SHALL CONSIST OF CHAIN-LINK FENCE, 6' HIGH SECURELY INSTALLED AT DRIP LINE OF INDIVIDUAL TREES, UNLESS OTHERWISE METHODS ARE SPECIFIED OR APPROVED. TREE PROTECTION SHALL REMAIN IN PLACE THROUGH DURATION OF WORK.
3. ALL DISTURBED AREAS SHALL BE FINE GRADED, REMOVING ALL ROOTS, STICKS, STONES, AND DEBRIS GREATER THAN 2INCHES IN ANY DIMENSION.
4. DURING THE COURSE OF CONSTRUCTION, THE CONTRACTOR SHALL CONDUCT OPERATIONS IN SUCH A MANNER AS TO PREVENT AND/OR REDUCE TO A MINIMUM ANY DAMAGE TO STORMWATER PRACTICES FROM POLLUTION BY DEBRIS, SEDIMENT, OTHER FOREIGN MATERIAL, OR FROM MANIPULATION OF EQUIPMENT AND/OR MATERIALS NEAR SUCH PRACTICE. THE CONTRACTOR SHALL NOT RETURN DIRECTLY TO A STORMWATER PRACTICE ANY WATER WHICH HAS BEEN USED FOR WASH PURPOSES OR OTHER SIMILAR OPERATIONS WHICH HAVE CAUSED THIS WATER TO BECOME POLLUTED WITH SAND, CEMENT, OIL, OR OTHER IMPURITIES.
5. SEED, MULCH, AND FERTILIZE AS NECESSARY TO RESTORE ALL DISTURBED LAWN AREAS TO ORIGINAL CONDITION OR BETTER. SEE SEEDING SPEC FOR GRASS LAWN SEED MIXTURE.
6. STABILIZATION SEED WHEN NOT GIVEN ON PLANS SHALL BE SELECTED FROM THE PREVIOUS YEAR'S CROP. FURNISHED AND DELIVERED PREMIXED IN THE FOLLOWING PROPORTIONS , OR APPROVED EQUAL.  
STABILIZATION MIXTURE PERCENTAGE BY WEIGHT:  
30% PERENNIAL RYE GRASS  
20% CHEWENG'S FESCUE  
20% TURF TYPE ANNUAL RYE GRASS  
25% CREEPING RED FESCUE  
5% CLOVER
7. SEED BAG LABELS MUST SHOW THE PERCENTAGE BY WEIGHT AND ALL PARTICULARS OF EACH INGREDIENT IN THE MIXTURE.
8. THOROUGHLY LOOSEN SOIL IN AREAS TO BE SEEDED TO A MINIMUM OF 4 INCHES WITH EQUIPMENT APPROVED BY LANDSCAPE ARCHITECT. REMOVE ROCKS, DEBRIS, CLOUDS, OR OTHER OBJECTS GREATER THAN 2" IN ANY DIMENSION. MAINTAIN GRADING AND DRAINAGE PATTERNS AS SHOWN ON DRAWINGS. TRACK DOZER, TRUCKS, AND OTHER EQUIPMENT PERPENDICULAR TO SLOPE WHEN LEAVING TRACKS FOR SEED TO SETTLE - AVOID RILLS AND SEED RUNOFF.
9. WHEN PLACING BY HYDROSEEDING APPLICATION SEED SHALL BE PLACED AT 80 POUNDS PER ACRE. HYDROMULCH AT 1,2000 POUNDS PER ACRE. WATER AT 5000 GALLONS PER ACRE, AND FERTILIZER AT MINIMUM OF 220 POUNDS PER ACRE.
10. IF PLACING BY MECHANICAL MEANS FERTILIZER SHALL BE PLACED 25 POUNDS PER 1000 SQUARE FEET. SEED AT 5 POUNDS PER 1000 FEET, AND STRAW MULCH AT 2 TONS PER ACRE. PLACE FERTILIZER AND SEED BEFORE LIGHTLY RAKING AND ROLLING WITH 200 POUND ROLLER. MULCH THE AREA TO ENSURE GROWTH OF SEEDED AREAS UNTIL COMPLETE AND UNIFORM STAND OF GRASS HAS BEEN ESTABLISHED AND CUT AT LEAST TWICE.
11. THE CONTRACTOR SHALL CONTINUE TO REPAIR WASHOUTS AND RESEED UNSATISFACTORY AREAS DURING A **6 MONTH WARRANTY** PERIOD, AS SATISFACTORY TO THE OWNER AND THE LANDSCAPE ARCHITECT.

GENERAL E&SC MAINTENANCE NOTES

1. ALL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CHECKED FOR STABILITY AND OPERATION AT LEAST ONCE EVERY 7 CALENDAR DAYS AND WITHIN 24 HOURS OF THE END OF A STORM EVENT OF .5 INCHES OR GREATER.
2. SEDIMENT SHALL BE REMOVED FROM BEHIND FILTER FABRIC WHEN IT BECOMES APPROXIMATELY ONE-HALF (½) THE DEPTH OF THE SILT FENCE/COMPOST SOCK. REPAIR SILT FENCE/COMPOST SOCK AS NECESSARY TO ENSURE A CONSTANT SEDIMENT BARRIER.
3. THE THICKNESS OF THE ROCK CONSTRUCTION ENTRANCE SHALL BE CONSTANTLY MAINTAINED TO THE SPECIFIED DIMENSION BY ADDING ROCK AS NEEDED. A STOCKPILE OF ROCK MATERIAL WILL BE MAINTAINED BY THE CONTRACTOR ON SITE FOR THIS PURPOSE.
4. DURING THE COURSE OF EACH WORKDAY, ALL SEDIMENT DEPOSITED ON PUBLIC ROADS AND SIDEWALKS SHALL BE REMOVED AND RETURNED TO THE WORK AREA.
5. SEDIMENT REMOVED FROM E&SC PRACTICES WILL BE DISPOSED OF AS UNSUITABLE MATERIAL OFF-SITE, UNLESS OTHERWISE APPROVED FOR USE ON SITE BY LANDSCAPE ARCHITECT.
6. ALL SEEDED AREAS WILL BE RE-FERTILIZED AND RE-SEEDED AS NECESSARY, AND MULCHED TO MAINTAIN A DENSE VEGETATIVE COVER.

GENERAL DEMOLITION NOTES

1. PRIOR TO START OF WORK, FLAG ALL TREES TO BE REMOVED WITH ORANGE TAPE & CONFIRM REMOVALS ON SITE WITH LANDSCAPE ARCHITECT.
2. BRUSH REMOVAL INCLUDES SHRUBS, VINES, AND DEAD WOOD. ON SLOPES GREATER THAN 30%, VEGETATION REMOVALS SHOULD BE DONE BY HAND AS MUCH AS POSSIBLE TO AVOID DAMAGE TO SLOPE.
3. ALL VEGETATIVE MATERIAL IS TO BE DISPOSED OF OFF-SITE UNLESS OTHERWISE DIRECTED BY LANDSCAPE ARCHITECT. INVASIVE AND NOXIOUS PLANT SPECIES TO BE DISPOSED OF AS PRESCRIBED BY LOCAL AND STATE REGULATION.
4. TRIMMING/PRUNING OF TREES TO REMAIN TO BE PERFORMED BY A CERTIFIED ARBORIST.
5. WHERE ASPHALT OR CONCRETE PAVEMENT TO BE REMOVED IS ADJACENT TO PAVING TO REMAIN, LINE SHALL BE SAW-CUT TO ENSURE CLEAN EDGE.
6. SALVAGE ALL STREET, PARKING, AND TRAFFIC SIGNS FOR RE-USE. REPLACE IN ORIGINAL LOCATIONS AT COMPLETION OF WORK UNLESS OTHERWISE NOTED ON PLANS.

GENERAL LAYOUT NOTES

1. CONTRACTOR TO VERIFY ALL DIMENSIONS IN THE FIELD AND REPORT ANY DISCREPANCIES TO LANDSCAPE ARCHITECT IMMEDIATELY.
2. ALL CHANGES TO THE LAYOUT MUST BE APPROVED BY THE LANDSCAPE ARCHITECT AND DOCUMENTED PER CONSTRUCTION INDUSTRY STANDARDS.
3. DIMENSIONS NOTED WITH A ± OR +/- ALLOW FOR REASONABLE CUSHION FOR DISCREPANCY. FOR DISCREPANCIES EXCEEDING 10% VARIATION FROM THE DIMENSION NOTED WITH A ± OR +/-, AND ANY DISCREPANCIES EXCEEDING 6" VARIATION, CONTACT LANDSCAPE ARCHITECT AND CONFIRM DIMENSIONS IN FIELD BEFORE CONTINUING WORK.
4. ALL DIMENSIONS ARE PERPENDICULAR TO OUTSIDE FACE OF OBJECT THEY INTERSECT, UNLESS NOTED OTHERWISE.
5. WRITTEN DIMENSIONS SHALL PREVAIL. DO NOT SCALE OFF DRAWINGS.
6. ENLARGEMENTS PROVIDED FOR AREAS OF LAYOUT WITH GREATER DETAIL. IN THE EVENT THAT DETAIL ON PLANS IS NOT SUFFICIENT FOR CONSTRUCTION ACCURACY, CONTRACTOR TO REQUEST CLARIFICATION AND DETAIL DIAGRAMS FROM LANDSCAPE ARCHITECT.
7. CONTRACTOR TO FIELD LOCATE AND STAKE-OUT MAJOR SITE ELEMENTS FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO START OF WORK.

GENERAL GRADING & DRAINAGE NOTES

1. CONTRACTOR RESPONSIBLE FOR VERIFYING EXISTING TOPOGRAPHY WITHIN THE PROJECT LIMITS, INFORM LANDSCAPE ARCHITECT IMMEDIATELY IF DISCREPANCIES WITH EXISTING CONDITIONS TOPOGRAPHY IS FOUND.
2. THE CONTRACTOR IS RESPONSIBLE TO HAVE THE PROPER EQUIPMENT AND INSTRUMENTS ON SITE TO VERIFY GRADES DURING CONSTRUCTION. EFFECTIVE METHODS FOR MAINTAINING GRADES AND SLOPES OF PAVEMENTS SHALL BE EMPLOYED IN ORDER TO MAINTAIN POSITIVE DRAINAGE AS INDICATED ON THE PLANS.
3. ALL INVERT ELEVATIONS SHALL BE FIELD CHECKED BEFORE STARTING WORK.
4. ALL GRADED OR DISTURBED AREAS INCLUDING SLOPES SHALL BE PROTECTED DURING CLEARING AND CONSTRUCTION IN ACCORDANCE WITH THE APPROVED SEDIMENT CONTROL PLAN UNTIL THEY ARE PERMANENTLY STABILIZED.
5. ALL DIVERSIONS OR SWALES TO HAVE STAKED STRAW-BALE FILTERS INSTALLED FOR EROSION CONTROL THE SAME DAY THEY ARE GRADED. BALES TO REMAIN IN PLACE UNTIL STABILIZATION IS COMPLETE.
6. TOPSOIL TO BE REMOVED DURING GRADING IS TO BE STOCKPILED ON SITE FOR RE-USE.
7. TOPSOIL REQUIRED FOR THE ESTABLISHMENT OF VEGETATION SHALL BE STOCKPILED IN AMOUNT NECESSARY TO COMPLETE FINISHED GRADING OF ALL EXPOSED AREAS.
8. AREAS TO BE FILLED SHALL BE CLEARED, GRUBBED, AND STRIPPED OF TOPSOIL, VEGETATION, ROOTS, OR OTHER MATERIAL PRIOR TO APPLICATION OF FILL MATERIAL.
9. AREAS WHICH ARE TO BE TOPSOILED SHALL BE SCARIFIED TO A MINIMUM DEPTH OF 4 INCHES PRIOR TO PLACEMENT OF TOPSOIL.
10. ALL FILLS SHALL BE COMPACTED AS REQUIRED TO REDUCE EROSION, SLIPPAGE, SETTLEMENT, SUBSIDENCE, OR OTHER SHIFTING OF MATERIAL.
11. ALL FILL TO BE PLACED AND COMPACTED IN LAYERS NOT TO EXCEED 8 INCHES IN THICKNESS UNLESS NOTED OTHERWISE.
12. FILL MATERIAL SHALL BE FREE OF FROZEN PARTICLES, BRUSH, ROOTS, SOD, OR OTHER FOREIGN MATERIALS.
13. FROZEN MATERIALS OR SOFT, MUCKY, OR HIGHLY COMPRESSIBLE MATERIAL SHALL NOT BE INCORPORATED IN FILLS.
14. FILL SHALL NOT BE PLACED ON SATURATED OR FROZEN SURFACES.
15. IN SUBGRADE AREAS WHERE UNSUITABLE SOILS EXIST, CONTRACTOR TO EXCAVATE AND REPLACE.
16. SPOT ELEVATIONS AND SLOPE ARROWS ARE PROVIDED IN PLANS TO SHOW PROPOSED SURFACE DRAIN PATTERNS ON THE PROJECT SITE.
17. ANY EXCESS EXCAVATED SOILS AT THE END OF CONSTRUCTION SHALL BE REMOVED FROM THE SITE & DISPOSED OF IN AN APPROVED MANNER AT NO ADDITIONAL COST.

GENERAL UTILITY NOTES

1. ALL ELECTRICAL WORK SHALL BE COMPLETED IN ACCORDANCE WITH STATE AND LOCAL CODES.
2. ALL UTILITY WORK SHALL BE COMPLETED BY A QUALIFIED PROFESSIONAL, LICENSED TO PRACTICE IN THE LOCAL STATE/MUNICIPALITY.

GENERAL PLANTING NOTES

1. ANY SUBSTITUTIONS OF PLANT MATERIALS MUST BE APPROVED BY LANDSCAPE ARCHITECT AND APPROVED IN WRITING PRIOR TO INSTALLATION.
2. IF STANDING WATER IS ENCOUNTERED DURING SITE EXCAVATION, CONTACT LANDSCAPE ARCHITECT IMMEDIATELY.
3. CONTRACTOR IS TO TAKE ALL PRECAUTIONS NECESSARY TO LIMIT DAMAGE TO EXISTING TREES AND SHRUBS. DO NOT DRIVE EQUIPMENT OVER OR STOCKPILE MATERIALS WITHIN ROOT ZONE OF TREES.
4. CONTRACTOR SHALL USE BEST HORTICULTURAL PRACTICES IN PLANTING INSTALLATION AND HANDLING OF NEW & TRANSPLANTED MATERIAL. SEE TYPICAL INSTALLATION DETAILS FOR MINIMUM STANDARDS.
5. PLANTING PITS SHALL BE DUG TWICE THE WIDTH OF ROOT BALL & BACKFILLED TO THE DEPTHS INDICATED ON PLANTING DETAILS.
6. PREPARED SOIL MIX SHALL CONSIST OF UNIFORM MIXTURE BY VOLUME 2 PARTS TOPSOIL, 1 PART ORGANIC MATTER (IE:COMPOST OR EQUAL). APPLY A GRANULAR SLOW RELEASE FERTILIZER PER MANUFACTURER'S INSTRUCTIONS. SUBMIT ANALYSIS TO LANDSCAPE ARCHITECT FOR APPROVAL.
7. ALL NEW EVERGREEN PLANTS MAY BE WILT-PROOFED IN LATE FALL AT LANDSCAPE ARCHITECT'S DISCRETION. CONFIRM IF WILT-PROOFING IS TO BE APPLIED WITH LANDSCAPE ARCHITECT. USE APPROVED WILT-PROOF PRODUCT & APPLY PER MANUFACTURER'S INSTRUCTIONS.
8. CONTRACTOR TO NOTIFY LANDSCAPE ARCHITECT AND OWNER 48 HOURS IN ADVANCE OF PLANTING SCHEDULE.
9. PLANTINGS AND BED EDGES ARE TO BE VISIBLY ESTABLISHED BY CONTRACTOR PER THE PLANS AND APPROVED BY LANDSCAPE ARCHITECT PRIOR TO START OF INSTALLATION.
10. TREES ARE TO BE STAKED AND GUYED PER DISCRETION OF LANDSCAPE ARCHITECT.
11. LANDSCAPE ARCHITECT TO VERIFY LOCATIONS OF ALL BULB MASSING ON PLANS BEFORE INSTALLATION BY CONTRACTOR. PERENNIALS TO BE FIELD LOCATED.

PLANTING MAINTENANCE AGREEMENT

1. FOR ALL MAINTENANCE REQUIREMENTS, IF CONTRACTOR FAILS TO PERFORM WORK, ALTERNATIVE MEANS WILL BE PURSUED BY THE OWNER TO HAVE WORK PERFORMED AT THE EXPENSE OF THE CONTRACTOR.
2. TREES AND SHRUBS
  - A. IMMEDIATELY AFTER PLANT INSTALLATION AND FOR A PERIOD OF ONE YEAR AFTER SUBSTANTIAL COMPLETION, PROVIDE SUPPLEMENTAL WATERING DURING EXTENDED PERIODS OF DROUGHT. CONFIRM USE OF "TREE GATORS" WITH CLIENT AND LANDSCAPE ARCHITECT PRIOR TO USE.
  - B. CLOSELY MONITOR NEWLY PLANTED TREES AND SHRUBS DURING FIRST SEASON FOR SIGNS OF DROUGHT STRESS, DISEASE, PEST INFESTATION, OR STRUCTURAL DEFECT. ADDRESS ANY AND ALL ISSUES PROMPTLY IN SUCH A MANNER THAT CONTAINS CONTAGIONS AND PREVENTS FURTHER PROBLEMS.
3. PERENNIALS & OTHER HERBACEOUS LANDSCAPE AREAS:
  - A. WEEDING IS REQUIRED UNTIL VEGETATION IS ESTABLISHED. WEEDS SHOULD BE REMOVED BY HAND.
  - B. DEBRIS AND TRASH SHALL BE DISPOSED OF AT SUITABLE DISPOSAL/RECYCLING SITES AND MUST COMPLY WITH STATE, LOCAL, AND FEDERAL REGULATIONS.
  - C. DETRITUS IS TO BE REMOVED APPROXIMATELY TWICE PER YEAR. DEAD OR DISEASED PLANTS SHOULD BE REPLACED AND NOXIOUS OR INVASIVE SPECIES SHOULD BE DISPOSED OF IN APPROPRIATE MANNER OFF-SITE. PERENNIAL PLANT SPECIES MAY BE CUT BACK AT THE END OF THE GROWING SEASON, OR BEFORE THE BEGINNING OF THE FOLLOWING GROWING SEASON.
  - D. MULCH SHOULD BE REPLACED WHEN EROSION IS EVIDENT. MULCH FOR THE ENTIRE PLANTING AREAS SHOULD BE REPLENISHED ANNUALLY UNTIL DENSE PLANT COVER IS ESTABLISHED.
  - E. IMMEDIATELY AFTER PLANT INSTALLATION AND FOR A PERIOD OF ONE YEAR AFTER SUBSTANTIAL COMPLETION, PROVIDE SUPPLEMENTAL WATERING DURING EXTENDED PERIODS OF DROUGHT.
4. CONTRACTOR IS RESPONSIBLE FOR REPLACING ALL PLANT MATERIALS WHICH HAVE DIED OR SIGNIFICANTLY DECLINED IN HEALTH DURING THE ONE YEAR WARRANTY PERIOD EXCEPT FOR THOSE PLANTS WHICH HAVE BEEN DAMAGED, KILLED, OR REMOVED DUE TO VANDALISM AFTER THE PROJECT SITE HAS BEEN TURNED OVER TO OWNER.



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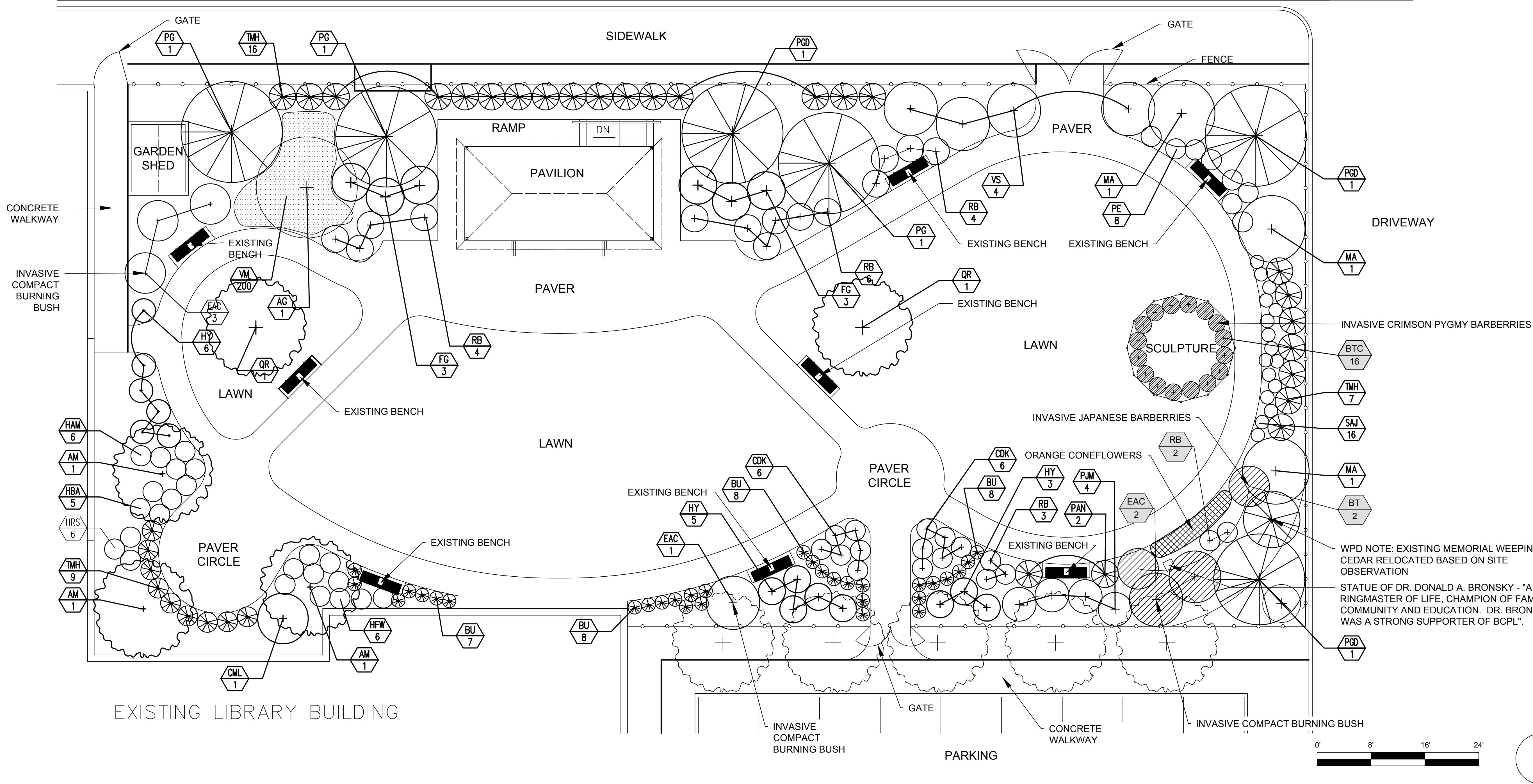


EXISTING PLANTING SCHEDULE (Per 06.12.08 dwgs)						
KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
TREES						
AG	1	Acer griseum	Paperbark Maple	2-1/2"	B&B	Specimen, good bark character
AM	3	Amelanchier laevis 'Cumulus'	'Cumulus' Allegheny Serviceberry	2"	B&B	Upright, not spreading form, multi-stem
MA	3	Malus 'Adirondack'	'Adirondack' Crabapple	2"	B&B	Street tree branching, plant 12" o.c.
PG	3	Picea glauca 'Densata'	Black Hill Spruce	5'-6'	B&B	Full; Plant 15' o.c.
PGD	3	Picea glauca 'Densata'	Black Hill Spruce	7'-8'	B&B	Full; Plant 15' o.c.
QR	2	Quercus rubra	Red Oak	4"	B&B	Street tree branching
SHRUBS						
BU	31	Buxus x 'Vardar Valley'	Vardar Valley Boxwood	No. 2	Cont.	Plant 30" o.c.
CML	1	Calycanthus florida 'Michael Lindsey'	'Michael Lindsey' Sweetshrub			
CDK	12	Caryopteris x clandonensis 'Dark Knight'	'Dark Knight' Bluebeard			
EAC	5	Euonymus alatus 'Compactus'	Compact Burning Bush	No. 3	Cont.	Plant 8" o.c.
FG	6	Fothergilla gardenii 'Mt. Airy'	'Mt. Airy' Fothergilla	No. 3	Cont.	Plant 6" o.c.
HY	14	Hydrangea macrophylla 'Bailmer'	'Endless Summer' Hydrangea	No. 2	Cont.	Plant 4" o.c.
PAN	2	Picea abies 'Nidiformis'	Birdsnest Spruce	No. 3	Cont.	Plant 5' o.c.
PJM	4	Rhododendron 'PJM'	'PJM' Rhododendron	No. 3	Cont.	Plant 5" o.c.
RB	19	Rosa 'Bonica'	'Bonica' Shrub Rose	No. 2	Cont.	Plant 4" o.c.
TMH	32	Taxus media 'Hicksii'	Hicks Yew	No. 2	Cont.	Plant 3" o.c.
VS	4	Viburnum plicatum tomentosum 'Shasta'	'Shasta' Doublefile Viburnum	No. 3	Cont.	Plant 8'-10' o.c.

GROUNDCOVERS/PERENNIALS						
HAM	6	Hosta 'Albo-marginata'	White-edged Hosta	No. 2	Cont.	Plant 24" o.c.
HBA	5	Hosta 'Blue Angel'	'Blue Angel' Hosta (big, blue)	No. 2	Cont.	Plant 48" o.c.
HFW	6	Hosta 'Frances Williams'	'Frances Williams' Hosta (gold edged)	No. 2	Cont.	Plant 36" o.c.
HRS	6	Hosta 'Royal Standard'	Hosta 'Royal Standard' (green)	No. 2	Cont.	Plant 24" o.c.
PE	8	Perovskia atriplicifolia	Russian Sage	No. 2	Cont.	Plant 36" o.c.
SAJ	16	Sedum 'Autumn Joy'	'Autumn Joy' Sedum	No. 2	Cont.	Plant 24" o.c.
VM	100	Vinca minor	Vinca	No. 1	Cont.	Plant 15" o.c.

PLANTS ALSO OBSERVED (2024)		
KEY	BOTANICAL NAME	COMMON NAME
SHRUBS		
BTC	Berberis thunbergii 'Crimson Pygmy'	Crimson Pygmy Barberry
BT	Berberis thunbergii	Japanese Barberry
GROUNDCOVERS/PERENNIALS		
RF	Rudbeckia fulgida	Orange Coneflowers

- NOTES:
- THIS EXISTING CONDITIONS PLAN WAS EDITED BASED ON ALTERNATIVES 1 & 2 PLAN DRAWN BY BEARSCH COMPEAU KNUDSON ARCHITECTS & ENGINEERS PC ON 06.12.08
  - NOT ALL PLANTS OBSERVED ON SITE RECORDED HERE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING PLANTS PRIOR TO WORK.
  - CONTRACTOR IS RESPONSIBLE FOR CONFIRMING EXISTING CONDITIONS ON-SITE PRIOR TO BID. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES IMMEDIATELY AND BEFORE PERFORMING WORK.



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## DEMOLITION PLAN

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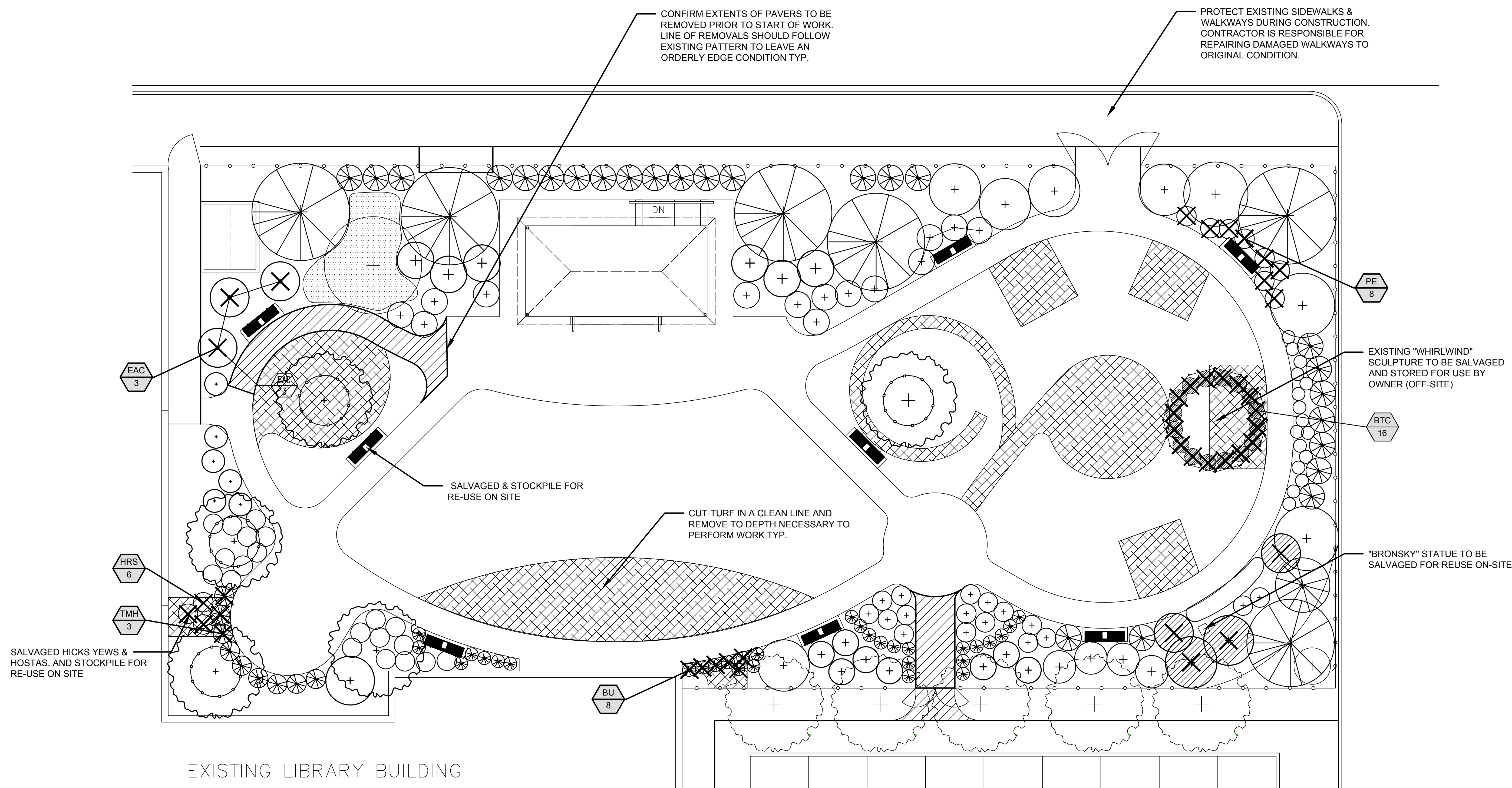
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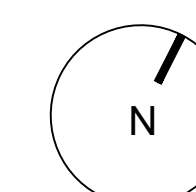
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DEMOLITION PLAN LEGEND	
	CONCRETE PAVER REMOVAL
	PLANT REMOVAL
	AREA VEGETATION REMOVAL
	TREE PROTECTION







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## MATERIALS PLAN

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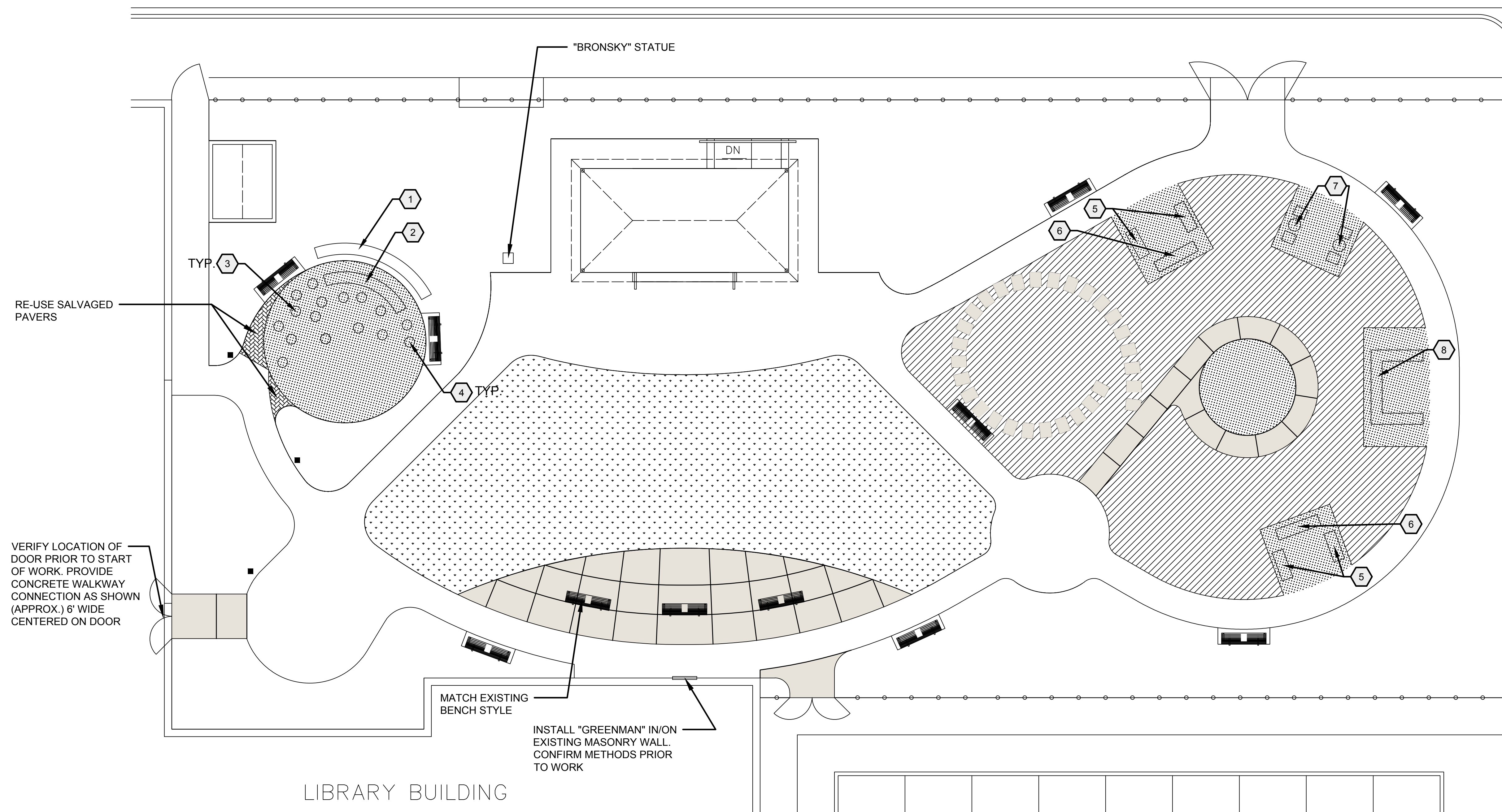
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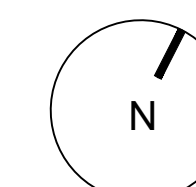
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MATERIAL PLAN LEGEND	
	WAYFINDING SIGNAGES
	SCULPTURE
	UNIT PAVERS
	STONE DUST PAVEMENT
	LAWN
	PERENNIALS
	CONCRETE

SITE AMENITIES SCHEDULE				
KEY	NAME	DESCRIPTION	QTY	NOTES
	CURVED BENCH 1	MAGLIN Site Furniture, Model #: OGM1900-BC1-SCR6, OGDEN, BACKED, CURVED, RANGE 6, R101"-R160" - 22.5"	1	
	CURVED BENCH 2	MAGLIN Site Furniture, Model #: OGM1900-BC1-SCR5, OGDEN, BACKED, CURVED, RANGE 5, R76"-R100" - 30"	1	
	STOOL 1 (TYP.)	Landscape Forms Inc.harvest Dining Height Stool, 16" in diameter, 29" in height, 21 lbs	7	
	STOOL 2 (TYP.)	Landscape Forms Inc.harvest Dining Height Stool, 16" in diameter, 18.75" in height, 17 lbs	9	

5	BENCH 1	Anova Furnishings, L1361, 4' Contour Bench	4	
6	BENCH 2	Anova Furnishings, L1360, 4' Contour Bench	2	
7	COFFEE TABLE	Anova Furnishings, L1400, Bistro Tables, 2-Seat Table with Flat Seats	2	
8	BENCH 3	STREETLIFE, Solid Peano Benches	3	





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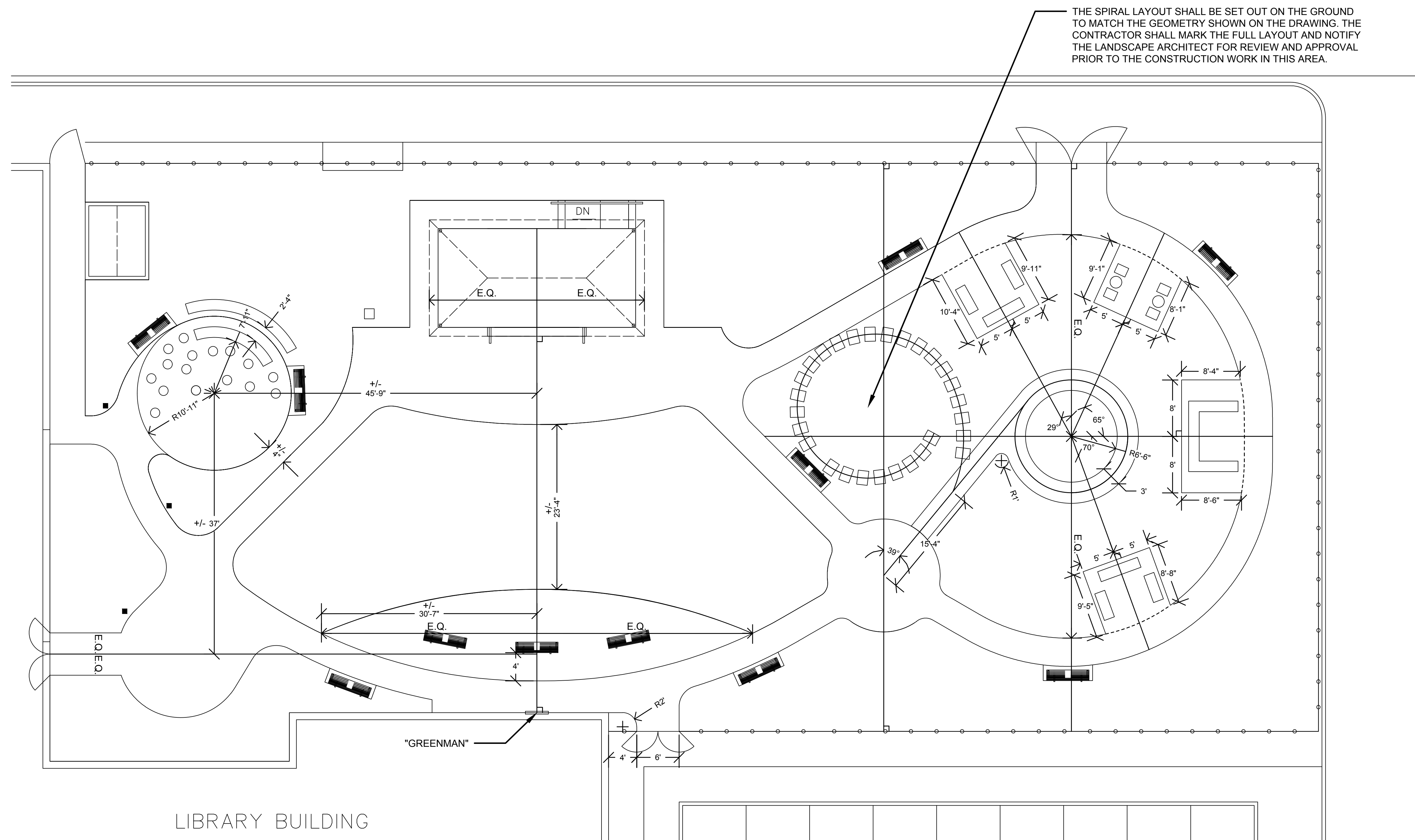
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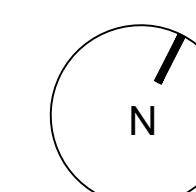
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[illegible]

BROOME COUNTY PUBLIC LIBRARY  
READING GARDEN  
IMPROVEMENTS  
185 COURT STREET  
BINGHAMTON, NY, 13901

LANDSCAPE  
DETAILS 1

1"=50'  
SCALE

202430 PROJECT NO.	XS DRAWN BY
5/9/2025 DATE	JvM CHECKED BY

L-401

Review of 2024-28 Strategic Plan

Definitions

- a. **Goal:** The benefit that BCPL will provide to the Broome County community through specific services, programs, and resources
- b. **Objective:** A specific service, program, or resource that is defined by its intended outcome
- c. **Action:** A measurable step towards an objective
- d. **Responsible Positions:** Members of the BCPL organization who are responsible for an action

DIRECTIONS

KEY

- **YELLOW:** Target Date is between June 2025- October 2025
- **ORANGE:** Target Date is between November 2025 - April 2026
- **BLUE:** Complete; Complete for the current year if annual
- **GREEN:** Proposed goal; remove color once accepted
- **RED:** Proposed goal removal, delete once accepted

For the GOAL that you helped create please indicate one of the following for target dates in yellow, and anything in orange that is applicable.

- Complete for the year
- Complete
- In Progress

Goals & Objectives

*Do we need to add or change any Target dates OR Responsible Positions?*

Goal 1. Strengthen the Library and Build Organizational Resilience

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
1. Sustaining Actions	1a. Update funding plan annually in response to budget meetings and community needs.	Complete for 2024	Annually in June- In process for 2024	Library Director, Principal Account Clerk, Board Treasurer & Finance Committee	

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
	1b. Produce a professional Annual Report that represents the Library to stakeholders.	Complete for 2025	Annually in April	Library Director, Librarian II for Information Services, Marketing Committee	
	1c. Review and report updates to strategic plan bi-annually to Board of Trustees	In progress	Annually in November and May	Strategic Planning Committee, Library Director	
2.Sustain and expand current funding levels through diversified funding strategies.	2a. Review capacity for pilot programs, both staff time and funding.	In progress	2025	Library Director, Assistant Library Director, Department Heads	
	2b. Consider what sustained funding sources and partnerships will be for pilot programs that are transitioning to fully integrated programs; including but not limited to, the Peer Support Room and Farm to Library programs.		2025 Peer support and F2L	Library Director, Finance Committee	
	2c. Consider BCPL Trust fund spending plan.		2026	Library Director, Finance Committee	
3. Maintain current staff	3a. Prioritize the creation of positions	Ongoing	Ongoing	Library Director, Assistant Library	



Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
levels while continuing to rebuild staff positions to appropriate levels.	to support the growth and development of the library			Director, Department Heads	
	3b. Complete a thorough analysis of long-term staffing needs	In Progress- Sherry and Josias to produce written report	2025	Library Director and Assistant Director, Department Heads	
	3c. Formalize procedure to gather staff input annually, to be shared with the Board.		2026	Library Director and Assistant Director, Department Heads	
	3d. Centralized System in Place 2025	In progress	2025	Library Director and Assistant Director	
	3e. Revise performance review process to emphasize meaningful feedback	Complete	2024	Library Director, Assistant Library Director, Department Heads, Staff	
	3f. Develop professional development and/or training plans for all staff members based on self-assessment and the scope of new services		2025-26	Library Director, Assistant Library Director, Department Heads, Staff	
	3g. Work to breakdown any real or perceived barriers and silos between departments		2027	Library Director, Assistant Library	

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
	by cross training staff and continuing to improve interdepartmental communications.			Director, Department Heads	
4. Continue to ensure BCPL is meeting the needs of the community.	4a. Disseminate annual community needs assessment; use surveys in targeted areas of interest biennially		Annually/biennially	Librarian II for Information Services	
	4b. Assess process for handling book challenges in light of the current increase in book challenges	Policy being presented	2025	Board of Trustees, Library Director, Assistant Library Director	
	4c. Continue to engage community partners who can speak to community needs (e.g. AVRE, BC Health Dept, Catholic Charities, ACA, United Way)	In Progress	Ongoing	Library Director, Assistant Library Director, Department Heads, Staff, Board of Trustees	
	4d. Continue to expand on the Peer Support Services' success by providing residents with connections to necessities such as housing, employment services, education, mental health, and more.		2025 Additional funding now needed for 2026 and plan for adoption into budget	Library Director, Assistant Library Director	

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
5. Work with the community and staff to <b>evaluate the mission, vision and philosophy of the BCPL</b> to ensure proper alignment within the strategy, character and offerings of the library	5a. Assess and recommend changes through the Strategic Planning Committee.		2027	Library Director, Assistant Library Director, Department Heads, Strategic Planning Committee	
	5b. Gather staff and community input through focus groups		2027	Library Director, Assistant Library Director, Department Heads, Strategic Planning Committee	
	5c. Share the end result widely to increase awareness.		2028	Library Director, Assistant Library Director, Marketing Committee	
6. The Library Board of Trustees will review and refine procedures and systems to ensure quality functionality and service.	6a. Review and update bylaws and make sure the procedures therein reflect the procedures that take place.	Complete	2024	Nominating/ By-Laws Committee	
	6b. Initiate review of all library policies and procedures based on staff priorities and feedback.	In Progress; well on the way in 2025	2024-2028	Library Director, Policy Committee, Staff	

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
	6c. Policy Committee will redraft policies and review with staff before submitting to the board for approval.	In Progress	2024-2028	Library Director, Policy Committee, Staff	
	6d. Committees will meet and report regularly to the board.	Complete, ongoing	2024 and ongoing	All Committee Chairs	
	6e. Examine and formalize new board member onboarding process	In progress	2024 and ongoing	Nominating Committee	
	6f. Create and share annual timeline of important dates and deadlines	trying out in practice and will formalize for 2026.	2024-2025	Library Director, Board President	
	6g. Increase awareness of Board to later attract new members		2025 and ongoing In progress, going well	Marketing Committee, Board of Trustees	
7. Develop and implement a comprehensive plan addressing diversity, equity, and inclusion	7a. Create a Diversity, Equity & Inclusion (DEI) Plan based on survey data and researched best-practices in addressing the diverse needs of the library community	Complete	2024	Board of Trustees, Library Director, Staff DEI Committee	

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
	7b. Identify staff and board members to implement action steps of the DEI Plan		2025-26	Board of Trustees, Library Director, Department Heads, Staff DEI Committee	
	7c. Allocate appropriate funds from budget to advance DEI goals including materials acquisitions and facilities upgrades & begin implementation		2025-26	Board of Trustees, Library Director, Department Heads	
	7d. Routinely review progress towards meeting DEI goals and make adjustments to timelines, budgets, and responsible parties		January 2025 and ongoing	DEI Committee, Board of Trustees, Library Director	
8. Address Staff Safety and Security	8a. Clarify the role of Broome County Security at the Library and check for understanding by both Library and Security Staff.	In progress; and improved.	2024	Library Director, Assistant Library Director	
	8b. Establish agreed upon minimum standards for Security, including officer visibility with patrons and staff, how often officers should circulate	Complete, ongoing	2025	Library Director, Assistant Library Director	

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
	and check in with Library staff.				
	8c. Offer Mental Health First Aid training to Library staff, volunteers and board of trustees.	Will hope to offer MHFA or something similar in the future.	2025	Library Director, Assistant Library Director, Department Heads, Board of Trustees	
	8d.. All staff will be formally trained in Library Security, such as that offered by Dr. Steve Albrecht, so as to be prepared to effectively respond to a range of safety and security scenarios that may occur.		2026	Library Director, Assistant Library Director	
	8e. Create a trauma-informed plan to support improved staff morale, mental health, and work/life balance		2026	Board of Trustees, Library Director, Assistant Library Director, Department Heads	

## Goal 2. Create Young Readers: Early Literacy

Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen (Nelson, p. 165).

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
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1. Sustaining actions	1a. Write and submit a program funding request to the Friends of the Library twice a year.	Complete for 2025	Annually in April and November	Head of Youth Services	Kelsey and Kelly
	1b. Develop measurable objectives for each program.	Complete for 2025	Annually in January	Head of Youth Services, Librarian I for Youth Services, Library Assistant	Kelsey and Kelly
	1c. Conduct regular assessments of each program and evaluate against program goals	In Progress	Ongoing/ Quarterly	Head of Youth Services, Librarian I for Youth Services, Library Assistant	Kelsey and Kelly
	1d. Assess the annual Summer Reading Program to see what modifications can be made to increase participation by our youngest patrons.	Complete for 2025	Annually in January	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
	1e. Continue building relationships with educators and school administrators to support early literacy.	In Progress	Ongoing	Head of Youth Services\ Temp Librarian 1 (school contact)	Kelsey and Kelly
	1f. Continue offering lapsit story times and preschool story times on a regular basis.	In Progress	Ongoing	Librarian I for Youth Services	Kelsey and Kelly
	1g. Continue to diversify and expand the world language collection.	In Progress	Ongoing	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
2. Ensure the Broome County Public Library is providing meaningful programming to support early literacy opportunities	2a. Offer storytimes in the evenings and/or weekends to better accommodate working parents.	Complete for 2025, added weekend storytime over the summer.	2025	Head of Youth Services, Librarian I for Youth Services, Library Assistant	Kelsey and Kelly
	2b. Develop bilingual story times for additional languages.	In Progress: French added, Spanish being researched.	2025 And ongoing	Head of Youth Services, Library Assistant	Kelsey and Kelly

	2c. Provide off-site story times on a regular basis.	Complete	2026	Head of Youth Services, Library Assistant	Kelsey and Kelly
	2d. Expand our 1000 Books Before Kindergarten program.		2025-ongoing	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
	2e. Research and launch a My First Library Card program.		2027	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
	2f. Explore funding opportunities for adding a StoryWalk® in the Reading Garden.		2028	Head of Youth Services	Kelsey and Kelly
	2g. Develop celebratory events for young children and their caregivers to help foster early literacy development.		2027	Head of Youth Services, Librarian I for Youth Services, Library Assistant	Kelsey and Kelly
3. Increase available technology for early literacy with a focus on STEAM (science, technology, engineering, arts, math)	3a. Implement a plan for new technology and evaluate success.	Complete	2025	Head of Youth Services	Kelsey and Kelly
	3b. Create circulating STEM kits. Each kit would include a picture book with a STEM focus and related activities.		2028	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
	3c. Expand the existing Launchpad collection to include Launchpad Pre-K Academy, tablets for our youngest patrons.		2026	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
4. Establish a vehicle for ongoing communication between the Broome County Public Library and the local	4a. Send out a regular update to local educators with the Library's calendar of events and a reminder of services BCPL offers.	Ongoing	January 2025 and ongoing	Head of Youth Services	Kelsey and Kelly



community of educators and caregivers					
	4b. Include library card applications with pre-K and Kindergarten school registrations.		2027	Head of Youth Services	Kelsey and Kelly
5. Ensure caregivers have access to the services and resources they need to work on early literacy skills at home.	5a. Collaborate with local organizations to reach new parents at the beginning of parenthood.		2028	Head of Youth Services	Kelsey and Kelly
	5b. Offer handouts that contain early literacy tips for caregivers at all story time programs.		2026	Head of Youth Services, Librarian I for Youth Services, Library Assistant	Kelsey and Kelly
	5c. Create and circulate early literacy packs that would contain books, handouts with early literacy tips and activities, and a manipulative toy.		2028	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
	5d. Develop a parenting resources collection to circulate.	Ongoing	2025	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
	5e. Add a Parenting Resources page to the BCPL website.	In Progress	2025	Head of Youth Services	Kelsey and Kelly
	5f. Develop and implement parenting programs for caregivers.	In Progress	2027	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
6. Develop sensory inclusive services in the Children's Room	6a. Install a communication board in the Children's Room.		2025	Head of Youth Services, Librarian I for Youth Services, Library Director	Kelsey and Kelly

	6b. Develop and implement a sensory story time.	In Progress, materials bought but haven't held an event.	2025	Head of Youth Services, Librarian I for Youth Services	Kelsey and Kelly
	6c. Explore options for developing a dedicated sensory space.		2028	Head of Youth Services, Librarian I for Youth Services, Library Director	Kelsey and Kelly
	6d. Offer noise canceling headphones and weighted lap blankets for in-house use.		2025	Head of Youth Services	Kelsey and Kelly
	6e. Apply for Sensory Inclusive™ certification with KultureCity.		2028	Head of Youth Services, Library Director	Kelsey and Kelly

### Goal 3. Know Your Community: Community Resources and Services

Residents will have a central source for information about the wide variety of programs, services, and activities provided by the BCPL, community agencies and organizations (Nelson, p. 180).

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Assign
1.Sustaining Actions	1a. Review the communications plan and update media contacts yearly	In Process	2024 and ongoing	Library Director, Assistant Library Director, Department Heads, Marketing Committee	Emily Jones/James in collaboration with Josias and Shelly
	1b. Develop an outreach plan to determine which outreach events the Library should prioritize	In process	2025 and ongoing	Library Director, Assistant Library Director, Department Heads, Marketing Committee	Emily Jones/James in collaboration with Josias and Shelly

2. Visibly engage with the community outside of the library walls	2a. Review outreach plan quarterly	Not started	2025 Add Mktg Comm	Library Director, Assistant Library Director, Department Heads	Emily Jones/James in collaboration with Josias and Shelly
	2b Develop a plan to continue to expand offsite programming		2026	Library Director, Assistant Library Director, Department Heads	Emily Jones/James in collaboration with Josias and Shelly
	2c. Engage appropriate community partners	In process	2025 and ongoing	Library Director, Assistant Library Director, Department Heads	Emily Jones/James in collaboration with Josias and Shelly
3. Bring diverse community services into the Library and give patrons access where appropriate	3a. Collaborate with community programs to connect patrons to resources at the Library; specifically addressing needs of patrons from historically underserved communities	In process	2025 and ongoing	Library Director, Assistant Library Director, Department Heads	Emily Jones/James in collaboration with Josias and Shelly
	3b. Pursue grants and alternative funding to develop a point of service model that allows the BCPL to host/house satellite spaces for these programs	Not started	2026	Library Director, Assistant Library Director, Friends of the Library	Emily Jones/James in collaboration with Josias and Shelly

4. Work with the Broome County Historian and the Broome County Historical Society to promote the Local History and Genealogy Center	4a. Clarify and formalize the communication between the Library, the Historical Society, and the County Historian	Not started	2027	Library Director, Assistant Library Director, County Historian, Head of Local History, Local History Library Assistant	Emily Jones/James in collaboration with Josias and Shelly
	4b. Grow the user base for the Local History Center through increased knowledge by library staff so they can communicate with interested patrons	Not started	2027	Library Director, Assistant Library Director, Department Heads, staff	Emily Jones/James in collaboration with Josias and Shelly

#### **Goal 4. Satisfy Curiosity: Lifelong Learning**

Goal: Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives (Nelson, p. 195).

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Assigned
1. Sustaining Actions	1a. Develop measurable goals for each program	Not started	2026	Head of Information Services, Head of Youth Services	
	1b. Conduct regular assessments of each program and evaluate against program goals	In process	2025	Head of Information Services, Head of Youth Services	Laura and James are working on this

	1c. Identify opportunities and strategies for improvements, including trainings for staff & opportunities for partners to achieve community impacts	Ongoing	2025	Library Director, Head of Information Services, Head of Youth Services	
2. Address digital literacy for all ages	2a. Reach out to local organizations with educational mandate and bring them into the library to use the Creation Station as a classroom. (Literacy Volunteers and BU's Center for Civic Engagement)	Complete for 2025 (Literacy Volunteers)	Complete for 2025.	Head of Information Services	Michelle
	2b. Work with County IT to get the computer lab up and running	Complete.	Complete. Ongoing maintenance of computers Info Services responsibility.	Head of Information Services	Michelle
	2c. Find teacher(s) to run technology Thursday and other digital literacy classes	Complete 2025. (BYOD service restarted.)	Complete 2025.	Head of Information Services	Michelle in collaboration w/ Michaela
3. Build circulating collections of tools, equipment, technology, and other non-traditional items that address clear	3a. Barcode and create circulation procedures for kitchen utensils gathered in the Ahearn Room's Meeting Room.		2026	Head of Information Services	
	3b. Set up 3D printers in the Creation Station with clear protocols and regulations to safeguard their long-term use.		2026	Head of Information Services	
	3c. Develop programs that		2026	Head of	

community needs	highlight the 3D printers for all age groups.			Information Services, Head of Youth Services	
	3d. Obtain a 3D printer available for loan to the 4 County Offices with movement protocols and training to safeguard the delicate equipment.		2027	Head of Information Services	
	3e. Assess other opportunities for non-traditional collections, including bike locks, bus passes, kitchen equipment, hot spots, sewing machines		2027	Head of Information Services	
	3f. Obtain passes to local museums for patrons.	In progress	2025	Librarian II for Information Services	Laura in collaboration w/ Michelle, Sherry, Josias.
4. Provide responsible programs highlighting mobility and movement and that address health literacy for patrons of all abilities, ages and cultures	4a. Research local organizations, teachers and coaches who could partner with the library (Tai Chi, Balance, etc.)	In Progress	2025	Head of Information Services, Information Services Librarians	Michelle and Info Services Department.
	4b. Set up more classes like Gentle Yoga and Beginners/Advanced Yoga.		2026	Head of Information Services, Information Services Librarians	Michelle and Info Services Department.
	4c. Update the medical and public health nonfiction collection		2027	Head of Information Services, Informations Services Librarians	Michelle
5. Develop programming and services related to environmental awareness and	5a. Continue building upon current partnerships with environmental sustainability-focused	In progress	2025	Library Administration, Head of Information Services,	

sustainability.	organizations such as VINES and Cornell Cooperative Extension.			Information Services Librarians	
	5b. Develop new partnerships with a focus on environmental awareness. <del>Examples: Emergency Preparedness organizations,</del> outdoor exercise groups		2026	Library Administration, Head of Information Services, Information Services Librarians	
	5c. Develop a seed library.	Complete for 2025. (Looking into how to make the seed library sustainable year round, currently just Spring.)	Annually, complete for 2025.	Library Administration, Head of Information Services, Information Services Librarians	Michaela in collaboration w/ Michelle.

### **Goal 5. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure**

Goals: Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options (Nelson, p. 199).

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Member
1. Sustaining actions  Strengthen the sense of community between staff, patrons, and stakeholders around a shared love of reading,	1a. Build a more robust collection of e-books and e-audiobooks by conducting an assessment of the e-books and e-audiobooks patrons are interested in	In progress 2025.	2025	Librarian II for Information Services	Laura and Cher serve on 4CLS committee.
	1b. Assess the e-book and e-audiobook accessibility for all populations		2026	Librarian II for Information Services	

viewing, and listening for pleasure	1c. Work with the Four County Library System to increase the system e-book budget	Complete 2024.	2024 and ongoing	Library Director	
	1d. Continue advertising on social media including participatory posts like “What are you reading this weekend?”	Ongoing	2025	Department Heads, Staff	
2. Expand the reach and inclusivity of gaming programs	2a. Continuing building TableTop Role- Playing (TTRPG) program	In progress.	2025	Librarian II for Information Services	Laura
	2b. Begin clubs such as a TTRPG social club, so patrons can begin to set up their own gaming groups.	Complete.	Complete	Librarian II for Information Services	Laura
	2c. Train game masters (GMs) to further expand gaming at BCPL beyond 1GM, 1Table via inclusion of additional gaming tables	Complete.	Complete	Librarian II for Information Services	Laura
	2d. Expand the role of the GM to provide guidance to incoming GMs via GM101 class	Complete.	Complete	Librarian II for Information Services	Laura
	2e. Become a leading resource for the gaming community via on demand systems so people can create their own parties		2026	Librarian II for Information Services	Laura w/ Michelle
	2f. Continue to build the social club beyond the library walls via network of players established by the Dungeon Master 101 and Table Top Role Playing Game (TTRPG) social		2027	Librarian II for Information Services	Laura



	club.				
3. Increase programming and collections geared towards older adults.	3a. Reach out to community organizations specializing in programming for older adults for partnerships and to understand community needs. (Office for Aging, Action for Older Persons, etc)		2026	Librarian II for Information Services	
	3b. Explore opportunities for social engagement through the library for older adults.		2026	Librarian II for Information Services	
	3c. Continue to work with outside organizations to create regularly scheduled programs for older adults.		2027	Librarian II for Information Services	
4. Expand the library's offerings in the arts for patrons of all abilities	4a. Partner with the local arts community, including the Broome County Arts Council and BU Department of Fine Art, to provide dynamic programming and opportunities for patrons.		2025	Library Director, Assistant Library Director	
	4b. Develop logistics and revise policy procedure in preparation to host more art installations..	In Progress (policy is actively being revised, installations are being hosted)	2025	Library Director, Assistant Library Director	James in collaboration with Josias/Sherry.
	5c. Encourage more community art exhibits to be held at the library	In Progress	2025	Library Director, Assistant Library Director	James in collaboration with Josias/Sherry.
	4d. Explore further uses and expansion of art supply, mediums and material offerings in the Creation Station		2026	Library Director, Assistant Library Director, Head of Reference	

	4e. Continue to build on current art class offerings		2027	Library Director, Assistant Library Director, Head of Reference	
5. Ensure there is community awareness of current and new programming.	5a. Investigate best alternative advertising methods for non-social media users		Ongoing	Librarian II for Information Services, Marketing Committee	
	5b. Establish a list of local newsletters and community calendars to regularly share Library information to (eg Office for Aging Senior Newsletter, PeachJar through Binghamton School District)	Complete 2025-Regular sharing of events is ongoing.	Annually	Info Services Department, Marketing Committee	James, Michelle and Info Services Department
	5c. Assess any programming with low but consistent turn out and consider alternative messaging methods.	In Progress	Ongoing	Library Director, Department Heads	Michelle

### Goal 6. Visit a Comfortable Place: Physical and Virtual Spaces

Goals: Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking (Nelson, p. 210).

Objectives	Actions	Status	Target Date	Responsible Positions	Board Member/Staff Member
1. Sustaining objectives	1a. Assess and maintain Library building and facilities		Bi-Annually in March and November	Library Director, Assistant Library Director, Custodial Supervisor	Sherry and Kelly
	1b. Assess and maintain website	In Progress for 2025	Annually in February	Department Heads	Sherry and Kelly

	1c. Work with the community to enhance, destigmatize, and promote the immediate neighborhood	In Progress	Ongoing	Library Director, Department Heads, staff, Board of Trustees	Sherry and Kelly
2. Finish renovation and revitalization of the library space	2a. Finish creating a visually and spatially distinct teen space through the use of distinctive paint, carpet, and furnishings	In Progress- Just needs furnishing	2026	Library Director, Head of Youth Services, Custodial Supervisor	Sherry and Kelly
	2b. Finish renovating and refreshing the Youth Services department	In Progress	2026	Library Director, Head of Youth Services, Custodial Supervisor	Sherry and Kelly
	2c. Gather and synthesize staff feedback on long-term design plan		2025	Library Director, Assistant Library Director, Custodial Supervisor	Sherry and Kelly
	2d. Utilize consultant to improve signage and patron wayfinding experience		2027	Library Director, Assistant Library Director, Custodial Supervisor	Sherry and Kelly
	2e. Develop standard procedures for using NYS Construction Aid funds within regulations and constraints.	In progress- stalled with staff shortages	2025	Library Director, Assistant Library Director, Finance Committee, Board of Trustees	Sherry and Kelly
	2f. Add Study Rooms to the Library floor plan. (Small enclosures that hold 1-4 people that do not		2028	Library Director, Assistant Library Director,	Sherry and Kelly

	require advance reservations).			Board of Trustees	
	2g. Create comfortable, cozy spaces within the library.		2027	Library Director, Assistant Library Director	Sherry and Kelly
3. Bronsky Reading Garden	3a. Pursue grants to make improvements to the Library Garden	Complete	January 2024	Library Director, Assistant Library Director, Friends of the Library	Sherry and Kelly
	3b. Improve access to the Library garden by adding a door from Youth Services	In progress	2026	Library Director, Assistant Library Director, Custodial Supervisor	Sherry and Kelly
	3c. Plan outdoor programming for Reading Garden	Ongoing	2025	Library Director, Assistant Library Director, Department Heads, Staff	Sherry and Kelly
4. Create a space that is welcoming to and inclusive of everyone in the Broome County community	4a. Address the inclusiveness of the Library space as part of the DEI plan, beyond what is legally required	In Progress	Ongoing	Library Director, Assistant Library Director, DEI Committee	Sherry and Kelly
	4b. Continue to improve accessibility of facilities with a particular focus on parking and navigation for blind/visually-impaired patrons	Started/ Stalled	2026	Library Director, Assistant Library Director, DEI Committee	Sherry and Kelly
	4c. Ensure that there is accessible, comfortable furniture for patrons of all abilities		2026	Library Director, Assistant Library Director, DEI Committee	Sherry and Kelly

	4d. Renovate upstairs bathrooms	In Progress	2026	Library Director, Assistant Library Director	Sherry and Kelly
	4e. Assess the efficacy of current hours through inclusion in future surveys and the installation of networked people counters		2027	Library Director, Assistant Library Director, Librarian II for Information Services	Sherry and Kelly
	4f. Install secure bike racks		2027	Library Director, Assistant Library Director	Sherry and Kelly
	4g. Charging stations for devices - charging stations (phones, laptops, wheel chairs)		2026	Library Director, Assistant Library Director,	Sherry and Kelly
	4h. Investigate and, if appropriate, build or designate a visitation room for supervised visitations		2027	Library Director, Assistant Library Director	Sherry and Kelly

June 2025 Updates:

#### Goal 4

##### 1. Sustaining Actions

1d. Continue to survey the community and understand technological deficits		Annually	Library Director, Head of Information Services, Head of Youth Services, Librarian II	
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##### 2. Address digital literacy for all ages

2b. Assess what digital literacy services are already available in Broome County so as not to duplicate services			Library Director, Head of Information Services	
2c. Continue to survey the community and understand technological deficits			Library Director, Head of Information Services, Librarian II	

##### 4. Provide responsible programs highlighting mobility and movement and that address health literacy for patrons of all abilities, ages and cultures

4c. Develop programs that encourage our patrons to consider their physical movement practices.			Head of Information Services, Information Services Librarians	
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##### 5. Address other forms of literacy

5a. Create opportunities for health literacy - including supporting		2024- (this needs editing, it is too many	Head of Information Services,	
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community-based programs that empower people to be more involved and active in their health and teach skills, such as computer use, to assist people in acquiring credible health information.		things)  2025:  New head of department to review all goals and actions pertaining to their position	Information Services Librarians	
5b. Collaborate with local healthcare systems, public health professionals and medical librarians to create a health information center within the library.		2028	Head of Information Services, Information Services Librarians	
5c. Train reference staff in health literacy skills and health information technologies so they can help to build the health literacy skills of patrons.		2027	Library Administration, Head of Information Services, Information Services Librarians	
5d. Develop information literacy and research skills workshops tailored to the specific needs of the community.		2028	Head of Information Services, Information Services Librarians	

#### 6. Develop programming and services related to environmental awareness and sustainability.

6b. Develop emergency kits for patrons with needs related to a weather emergency. (when County declares us an emergency cooling/warming center)		<del>Q4-2024</del> 2025	Head of Information Services, Information Services Librarians	
6e. Develop a toolkit for weather preparedness inside and outside the library		2025: Review	Head of Information Services, Information Services Librarians	

## Goal 5

### 3.Increase programming and collections geared towards older adults.

3a. Create a survey for older adults to see what their priorities are in terms of collections and programming.		May 2024 2025	Librarian II for Informati on Services	
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### 4.Create programming to support neurodivergent patrons

4a. Reach out to Community Options and like organizations to understand where BCPL can create programming to support neurodivergent adults		2025	Librarian II for Informati on Services	
4b. Establish initial pilot programs		2025	Librarian II for Informati on Services	
4c. Assess impact of initial programming		2026	Librarian II for Informati on Services	
4d. Expand programming as interest and participation evolves.		2027	Librarian II for Informati on Services	

### 6.Ensure there is community awareness of current and new programming

6b. Create a route with sites for informational flyering throughout the area			Librarian II for Informati on Services, Marketin g Committe e	
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## Goal 6

### 4. Create a space that is welcoming to and inclusive of everyone in the Broome County community

4g. Investigate and, if appropriate, install self-serve lockers for patrons		2028	Library Director, Assistant Library Director	Sherry and Kelly
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