

Broome Country Public Library
Board of Trustees
Regular Session Meeting Minutes – 9.5.22

Members Present: Katie Bowers, Peter DeWind, Jill Kissick-Castro, Emily Wall, JoAnne Hanrahan, Kate Miller-Corcoran, Charmian Foster, Sarah Glose,

Absent: Jeffrey Boisvert, Jennifer Embree, Sara Tarricone

Also Present: Sherry Kolwalski, Laura Haines, Josias Bartram

Call to Order: J. Hanrahan called the meeting to order at 5:32pm on Thursday, September 8th.

Public Comments: None

Amendments to the Agenda: No new amendments to the agenda.

Minutes of Last Board Meeting: K. Miller-Corcoran made a motion to approve the July meeting minutes. Motion seconded by P. DeWind. Passed unanimously.

Appointments and Resignations:

The library needs to fill the Library Assistant role in the Reference Department after the previous Library Assistant requested a transfer to a part-time Clerk position. A new Custodial Worker is also needed after Stanley Babola resigned. Michaela Gay will be the new Library Assistant and Shantice Corbett will be the new Custodial Worker.

J. Kissick-Castro made a motion to accept both appointments, which was seconded by C. Foster. The motion was approved unanimously.

New Business:

NYLA Conference

Four staff members wish to attend. Looks very exciting and valuable to both attend and present at. Normally we have enough to cover travel and PD - was moved out.

Motion to accept the budget for the NYLA conference, with the addition of \$120 per diem for Kelsey, which was left off the original budget draft. E. Wall motioned to allow the payment of no more than \$3,000 for all interested staff to attend NYLA Conference, which was seconded by K. Miller-Corcoran. The motion was approved unanimously.

Interlibrary Loan Fee

When the library got rid of fines and fees, the library left a \$5 fee for any lost interlibrary loans. This used to be a very popular program but has tanked with the \$5 fee. The Reference Department would like to waive the fee to see if the program picks back up. We would need to look into other shipping options, possibly on the state UPS contract. Looking to start this fee-less program in January 2023.

Board discussed explaining the cost of the program to patrons and leaving the option for patrons to donate to support the program, as well as exploring lower fees, applying fees only to patrons who did not pick their books up, and limiting the program only to books that are not in the BCPL or Four County Library System.

Staff expects that it may take several months for the program to return to pre-fee levels of popularity. The library will establish a webform for patrons to place orders for the interlibrary loan following the launch of the website.

Rescheduling remainder of 2022 meetings

Board Secretary J. Boisvert will no longer be available for Thursday meetings. We need to reschedule to Tuesdays or Wednesdays in the 2nd week of the month.

E. Wall motioned to move the meetings to the 2nd Tuesday of the month until the end of 2022, which was seconded by J. Kissick-Castro. The motion was approved unanimously.

Old Business:

Meeting Room Policy

The new meeting room policy has been drafted and had legal review. There are a couple tweaks to make and we will vote on the final draft in October. The new policy moves rooms from a revenue source to a community service. Library will have first priority, then City/County, then Community.

Suggested that we encourage patrons to choose the smallest room appropriate to the size of their meeting. Josias will talk with the developers about automated options.

Website update

- Launch date - currently the first week of November, when the staff will be at NYLA. Going to reconsider this. Staff members are currently working (and being paid) overtime to create the content.
- Portraits - Josias would like to bring in a professional photographer from SUNY Broome to do Staff/Trustee photos - a serious and whimsical option. Portraits are not mandatory. Most Staff/Trustee will be doing them. Josias will follow up about dates.
- Volunteers needed to review policies - Some of the policies have not been reviewed for 5+ years. All need to be reviewed to make sure published policies/links/emails/values match current practices. J. Boisvert, K. Miller-Corcoran, E. Wall and J. Kissick-Castro will be reviewers.

Hybrid board meetings and "extraordinary circumstances" under Open Meeting Law

We will know on Sept 14th if the current Executive Order is being extended.

Kresge Grant

Good news! Grant to fund \$47,000 (\$30,000 we applied for, and an additional \$17,000 to cover inflation) approved!

Community Foundation Grant

Good news! Grant to fund \$5,000 for foreign language children's books was approved!

NYS Construction Aid

The library is currently remodeling the up and downstairs bathrooms and the door to the garden from the children's wing with 2022 Construction Aid. Library would like to apply for 2023 NYS construction aid and a match for a new youth services desk, new front doors for the library, and a new security station in the rotunda. The front doors shut too quickly, creating a barrier for disabled patrons.

Discussed the appearance and functionality of the security station and how to make sure the entry to the library does not become unwelcoming.

J. Kissick-Castro motioned to approve applying for NYS Construction Aid for next year, which was seconded by S. Glose seconded. The motion was approved unanimously.

Sara Tarricone

Sara has resigned from the board following 5 years of service. She held a Broome County at large seat. We will be looking to initiate a search for a new Trustee. Josias will email the members of the nominating committee to follow up.

Budget Update

The budgeting process is looking very positive, our requests (plus a little extra!) have made it into the County Executive's budget. The County Executive is giving his budget address next week, September 14th at 6pm. We will need to begin planning for the additional hires we requested, should the current budget be approved.

Board Packet Format

Everyone likes the new format Josias used this month for the board packet. Will be adding additional headings.

Envisionware Mobile Print

Up and running officially!

Dumpster

Application has been submitted to the Traffic Board. We have mostly used traffic cones to keep people from parking too closely to make sure that trucks are still able to empty the dumpster.

K. Miller-Corcoran made a motion to end the Board meeting, which was seconded by S. Glose. The motion passed unanimously.

Meeting ended at 6:42pm.

Respectfully submitted,

Katie Bowers (taking notes in absence of Jeffrey Boisvert)

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, 2021 and end on December 31, 2022, 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: _____

Cover Sheet

Date of application: September 27, 2022

Name of organization to which grant would be paid. Please list exact legal name:
Friends of the Broome County Public Library

EIN#: 23-7293898

Purpose of grant (one sentence): Ensure that the Broome County Public Library is accessible and enjoyable for the entire community.

Address of organization: 185 Court St., Binghamton, NY 13901

Telephone number: 607-778-6407 Fax: N/A E-mail: josias.bartram@broomecountyny.gov

Executive director: Josias Bartram

Contact person and title (if not executive director): [Click here to enter text.](#)

Is your organization an IRS 501(c) (3) not-for-profit: Yes ☒ or No ☐

If no, please explain: [Click here to enter text.](#)

Grant request: \$ 33,000.00

Check one (based on the organization's priorities and the funder's guidelines):

General support ☐

Project support ☒

Total organizational budget (for current year): \$28,930 (Friends of the Broome County Public Library),
\$2,331,166 (Broome County Public Library)

Total project budget (if requesting project support): \$38,000

Project name (if applicable): Creating a Welcoming and Accessible Library Environment

I. PROPOSAL SUMMARY

Creating a Welcoming and Accessible Library Environment

The Friends of the Broome County Public Library requests support from the Tioga Downs Regional Community Foundation to further our mission of providing a safe, welcoming, and accessible Library for the entire community. Specifically, this project will build on the success of our 2020 accessibility upgrades, which were funded by a generous grant from TDRCF. In consultation with the Southern Tier Independence Center (STIC) and the Association for Vision Rehabilitation and Employment (AVRE), we have determined that our greatest remaining needs are for accessible signage, wayfinding, and furniture. With TDRCF's continued support, we propose to directly address these deficits, further improving the accessibility of our facility for Library patrons with visual and mobility related disabilities. Moreover, these modifications—particularly the development and installation of a cohesive wayfinding system—will significantly improve the Library's usability for our entire community.

II. NARRATIVE

Creating a Welcoming and Accessible Library Environment

A. Background

1. Our goal at the Broome County Public Library (BCPL) is to have every visit be both meaningful and enjoyable for everyone. The Friends of the Library provide auxiliary support for the BCPL in pursuit of this mission. The purpose of both organizations is to provide residents of the Greater Binghamton area with a free, accessible, and secure resource for educational and recreational endeavors.
2. BCPL is committed to the promotion of literacy in all its forms. We are likewise committed to meeting the needs of our patrons and doing so responsively by providing skilled staff and space, furnishings and programs that are safe, accessible, and comfortable. By definition, a public library is open to all, and no individual or constituency is denied access or favored over others.
3. Current offerings at BCPL include summer and evening programs for kids, teens and adults, yoga classes, book clubs, classic movies, music and art events, crafts groups, local history resources, and guided research; we host the region's Literacy Volunteers and many community meetings and workshops. Our Friends auxiliary arranges several book sales each year in order to fund these programs.

Our most significant recent achievements have been generously supported by grants from area foundations. A substantial award from the Tioga Downs Community Foundation in 2020 has allowed us to make many important modifications to the Library that have addressed the needs of patrons who are mobility- and/or vision-impaired. The Klee Foundation has supported the establishment of a pioneering peer counseling program for those who are experiencing mental health issues. The Roger Kresge and the Stewart's Shops Foundations are supporting acquisition of children's resources for an innovative multilingual storytelling program as well as equipment and expertise to support a cutting-edge STEM (science, technology, engineering, and math) literacy program. All told, these awards and these projects are the foundation for re-positioning the BCPL as a vibrant hub for all patrons.

4. Organizational Chart – Attached
5. As the Central Library in the Four County Library System and by far the region's largest library, BCPL provides services and resources to the other 44 libraries across Broome, Chenango, Delaware, and Otsego Counties.

B. Funding Request

In 2019, the Tioga Downs Foundation made a very generous and deeply appreciated award to the BCPL in support of significant modifications on behalf of our patrons with special needs. Automatic door openers, new computer technology, special resources for kids with sensory integration issues, and more were acquired and installed.

At the same time, we undertook to survey the community in an effort to identify further initiatives of benefit to our constituencies. We received 534 responses which stressed that even more could be done for patrons with special needs. The BCPL has been fully compliant with ADA standards for years, but we need to go beyond these in order to attain that sense of comfort and warmth that everyone seeks.

When you enter the BCPL, the interior is larger than a football field, with 37 rooms and spaces spread across two floors. As foot traffic, community usage, and event bookings are increasing rapidly, so is the need for clear and adequate signage. Wayfinding is a challenge, not only for those patrons with vision issues, but, frankly, for all patrons. We have obtained the assistance of AVRE (Association for Vision Rehabilitation and Employment) staff and will also retain a consultant for professional advice in the selection and installation of high contrast signs and a floor plan/mapboard (similar to those found in the entryways at shopping malls) to be situated in the Lobby. In addition to AVRE, we have invited staff members from Southern Tier Independence Center (STIC) to re-examine Library facilities and services in order to identify further improvements and upgrades both inside the building and on the grounds. During the fall of 2022 we will conduct a new and very ambitious community survey in an effort to ascertain exactly what people want BCPL to become in the next few years.

We intend to complete the following in our ongoing plan for making BCPL a truly responsive and welcoming community hub:

- Replace and redesign our signage and text panels with examples featuring raised lettering and Braille coding for improved clarity and visibility
- Replace certain furnishings, both indoors and in our garden gazebo, with tables and chairs of appropriate height and clearance for accessibility and safety
- Engage experienced consultant(s) to advise on optimal library modifications in meeting the requirements of patrons with special needs
- Plan the reconfiguration of our parking lot and redevelop our main entrance to facilitate access for those with mobility issues
- Create and install a floor plan / mapboard in the Lobby to assist patrons with wayfinding
- Stripe and highlight steps and curbs for heightened visibility and safety
- Use bolder colors and emphasize contrasts for improved legibility throughout the facilities

The project will be managed by the BCPL Director, Josias Bartram, and will span two years (2023-24). Year 1 will focus on planning, obtaining fresh input from the community via surveys and interview sessions, and seeking consultant recommendations on “best practices” library modifications. Year 2 will concentrate on the implementation of these recommendations and plans.

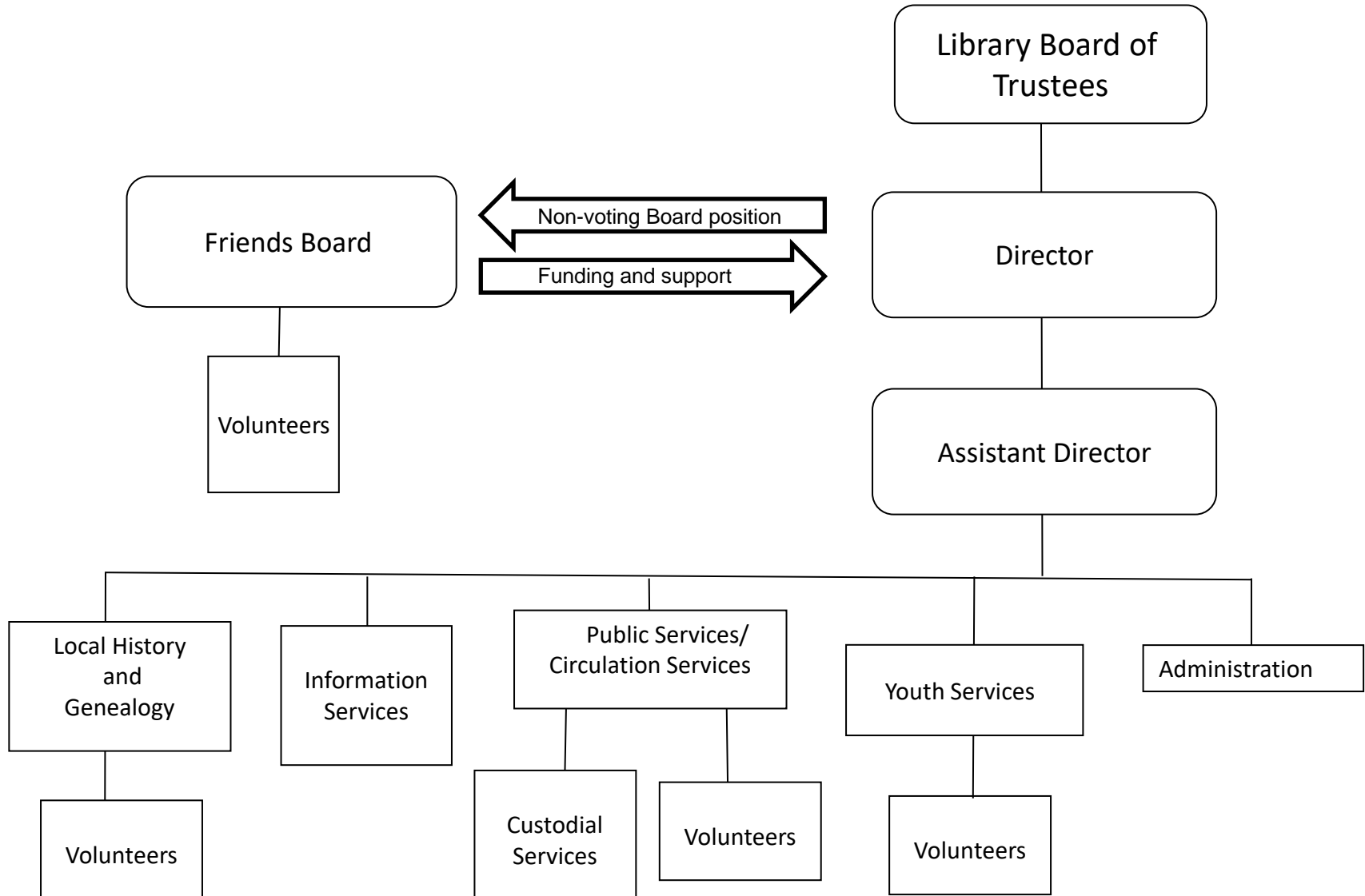
C. Evaluation

We will use a variety of measures in determining the impact of proposed modifications on patron satisfaction and comfort levels in using BCPL. This fall’s survey initiative and questions will provide baseline data in advance of the project. Similar questions to be included in a fall 2024 survey will yield post-project data for comparison. Questions addressing issues of patron comfort, security, usage of specialized equipment, and ease of access will show a 20-25% gain in positive responses. Between January 1, 2023 and December 31, 2024 we will show a 25% increase in daily “traffic” at the entrance. During this same period, we will seek and record anecdotal material from patrons related to their overall BCPL experience; our goal is to attain a 75% positive assessment overall.

All this is intended as an indication of BCPL progress with our Strategic Plan for 2021-23 and specifically with its key element, Goal #6: “Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read,” as guidance in refining the Library’s mission as a central community resource for all patrons.

Friends of BCPL

BCPL



III. ATTACHMENTS

A. Financial Information

Contact

www.linkedin.com/in/eva-randall-99a913202 (LinkedIn)

Eva Randall

Retired

Vestal, New York, United States

Experience

Self-employed

Retires

June 2022 - Present (4 months)

WSKG Public Media

Human Resources Manager

January 2020 - August 2022 (2 years 8 months)

Four County Library System

Finance Officer

April 1997 - December 2019 (22 years 9 months)

Vestal, New York, United States

Education

Binghamton University

Bachelor's degree, Business/Accounting

SUNY Brockport

Master's degree, Education Administration

SUNY Brockport

Certificate of Advanced Study, School Business Administration

SUNY Brockport

Master's degree, Education Administration

Eva Randall
7 Newton Street
Binghamton, NY 13901

May 9, 2022

Friends of the Broome County Public Library
185 Court Street
Binghamton, NY 13901

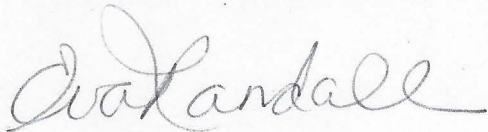
To Whom It May Concern:

The records of the Friends of Broome County Public Library for calendar year 2021 have been reviewed and found to have no material misstatements.

In undertaking this review all invoice copies, bank statements and financial records were provided. It was noted that invoices were properly authorized and check numbers or notation of EFT placed on the invoices.

The Gift Shop and General Friends accounts are kept separately. There were very few expenses in the Gift Shop group, but not all of the invoices could be located so their authorization was not verifiable. The amounts were not material, however the practice of maintaining the properly authorized invoices, regardless of amount, should be followed.

These records are maintained on a cash basis and as such, no estimates are made. All cash receipts and expenditures are recorded as they received or spent.

A handwritten signature in cursive script, reading "Eva Randall". The signature is written in dark ink and is positioned above the printed name.

Eva Randall

Friends of the Broome County Public Library - Organization Budget

	2021 Budget	2021 Actual	2022 Budget	2022 YTD
Revenues:				
Book Sales	12,500	15,985.16	24,000	19,970.99
Book Sales - Sales Tax	1,000	864.87	0	1,035.04
Book Shop Revenues	4,339	7,735.02	6,880	10,225.57
Donations	1,500	6,050.79	3,500	6,591.01
Donations - Annual Appeal	0	0.00	0	8,899.51
Donations - Memorial/Other	0	0.00	0	0.00
Membership Dues	900	2,715.00	2,500	2,375.00
Miscellaneous	20	153.82	0	12,623.70
Amazon Smile	100	168.37	100	113.80
Total Revenues	20,359	33,673.03	36,980	61,834.62
Expenses:				
Operating expenses				
Advertising	100	0.00	0	0.00
Annual Meeting	0	0.00	0	248.60
Book Sales	0	0.00	0	23.94
Book Shop Operating Expenses	1,225	2,122.13	2,330	5,043.73
Bulk Mailing	300	0.00	0	0.00
Conferences/Staff Dev.	0	994.72	0	0.00
Insurance	700	772.00	1,000	462.30
Professional Fees	750	700.00	800	900.00
Credit card Fees	0	2.07	500	429.53
Miscellaneous	200	1,161.25	200	1,437.36
Organization Dues	415	333.20	200	50.00
Permanent Book Sale Room	0	0.00	0	19,660.65
Postage Due/Bulk Mail Account	250	60.40	0	1.76
Printing	750	0.00	200	171.20
Public Relations	0	0.00	0	608.83
Sales Tax Payable to NYS	1,200	358.42	3,500	1,736.30
Supplies	125	992.80	200	444.78
Operating Expense Sub-Total	6,015	7,496.99	8,930	31,218.98
Projects				
BCPL Projects	12,500.00	11,965.29	20,000	33,810.50
BCPL Furniture	0.00	39.95	0	0.00
Grants	0.00	0.00	0	308.54
Restricted - Reading Garden	254.81	24.15	0	296.32
Project Expense Sub-Total	12,754.81	12,029.39	20,000	34,415.36
Total Expenses	18,769.81	19,526.38	28,930	65,634.34

SUPPORTERS

The Conrad and Virginia Klee Foundation - \$75,000

The Roger Kresge Foundation - \$31,600

The Community Foundation for South Central New York - \$5,000

Stewart's Shops Foundation - \$500

SOURCES

No additional sources outstanding

PROJECT BUDGET

Expenses

Consultant fees – signage and wayfinding - \$2,000

Consultant fees – parking lot and entrance - \$2,000

New signage - \$10,700

Map kiosk - \$2,000

Accessible furniture - \$13,000

Administrative costs - \$3,300

Staff training - \$1,000

BCPL staff time (in-kind) - \$4,000

Total expenses = \$38,000

Revenue

BCPL contribution (staff time) - \$4,000

BCPL contribution (operating budget) - \$1,000

Request from the Tioga Downs Foundation - \$33,000

Total revenue = \$38,000

B. Other Supporting Materials

Friends of the Broome County Public Library 2022 Officers - Elected to One-Year Terms:

President	JoAnne Hanrahan	Retired, City of Binghamton President, Broome County Public Library Board of Trustees Board Member, Greater Good Groceries
Vice-President	Diane O'Neil	Retired, SUNY Broome
Secretary	Sally Miller	Retired Teacher Board Member, Literacy Volunteers of Broome and Tioga Counties
Treasurer	Kathy Groover	Retired, Superintendent Harpursville Central School Judge, Town of Dickinson
Assistant Treasurer Church	Cindy Wenzinger	Retired, Upper NY Conference of United Method
At-Large-Directors	Angel Aton	No affiliations
	Florence Piech	Retired, Broome County DSS
	Judy Spencer	Retired, Director, UHS Hospitals
	Joan Hebb	Retired Teacher, Susquehanna Valley School
District	Carol Oestrich	Retired Teacher
	Janice Fiore	Retired Teacher
Executive VP	Josias Bartram	Director, Broome County Public Library

Appointed Committee Chairs – Board Members

Public Relations	JoAnne Hanrahan (acting)
Booksales	JoAnne Hanrahan (acting)
Volunteers	Florence Piech
Book Shop	Diane O'Neil

Appointed Committee Chairs – Not Board Members

Communications	Susan Pitely	New York State Department of Transportation
Membership/Development	Susan Pitely	
Garden	Midge Durgin	No affiliations

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: April 21, 1999

Friends of the Broome County
Public Library
78 Exchange St
Binghamton, NY 13901-3405

Person to Contact:

Bob Edwards 31-04014

Customer Service Representative

Telephone Number:

877-829-5500

Fax Number:

513-684-5936

Federal Identification Number:

23-7293898

Dear Sir or Madam:

This letter is in response to your request to change your organization's name. Please verify the entries above and verify that it is correct, if not please contact the name listed above.

This letter also replaces previous affirmation letters with the corrected name line.

Our records indicate that a determination letter issued in January 1974, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Friends of the Broome County Public Library
23-7293898

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

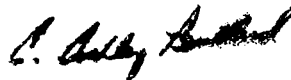
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Ashley Bullard".

C. Ashley Bullard
District Director

The project will be managed by Josias Bartram, Director of the Broome County Public Library. Josias earned his Master of Science degree in Library and Information Science from Syracuse University in 2012. He has worked at special, academic, and public libraries in Delaware, California, and New York. He has extensive experience with grant-funded and facilities projects.

Mosaic

Hannah Sprout <greenbeansprout12@gmail.com>

Mon 7/25/2022 4:55 PM

To: Bartram, Josias K. <Josias.Bartram@broomecountyny.gov>

Hi, Josias!


My name is Hannah Sprout.

About a year ago, maybe less, I mosaicked a small portrait of William Moore. I would like to donate this to you guys.

I just request you send me a photo of it, I honestly kind of forget what it looks like. I hope the days are going well for all of you!

Thank you, and take care.

Kindly,
Hannah Sprout
greenbeansprout12@gmail.com
435-260-7664

 **CAUTION:** This email originated from outside the organization. BE SUSPICIOUS of any links in the email. If this email is asking for something unusual, do not reply to the email. Contact the sender through another method, or contact Broome County IT for help.

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 (BCPL) are available on equal terms for the lawful activities of all community groups, regardless of their beliefs or affiliations. All meetings must comply with the Broome County Public Library Code of Conduct. Violations of this policy or the Code of Conduct may lead to immediate termination of the meeting and/or loss of future meeting room privileges. Appeals may be made within 5 days to the Library Director who may, at their discretion, bring the matter to the Board of Trustees if a resolution cannot be reached. The use of the meeting room is based on availability.

Available Meeting Rooms/Spaces

(Details of each room and its amenities are available online)

Decker Community Room (80 person limit)

Exhibit Room (49 person limit)

Creation Station (10 person limit)

Ahearn Business Resource Center (16 person limit)

Reading Garden

Availability/Eligibility:

Library community meeting rooms may be available for programs conducted or sponsored by BCPL and are also available for use by others for educational, cultural, recreational or civic purposes. They shall not be used for commercial purposes, personal use, or any event that interferes with the use of BCPL by other patrons.

- Programs of the Broome County Public Library, Friends of the Broome County Public Library, and all library-sponsored programming receive first priority of meeting rooms and all BCPL space.
**Exceptions made for the Broome County Board of Elections.*
- Meeting rooms/spaces are available to organizations on a first come, first served basis based on receipt of request through the BCPL website ([insert URL](#)) or via telephone (607-778-3829).
- The organization booking the room is responsible for supplying an interpreter if one is requested.
- Sponsor organizations are responsible for enforcing existing safety regulations, Meeting Room Policies and the BCPL Patron Code of Conduct.

Meeting Room/Space Policies

1. Exits and entrances must be kept free of obstruction.
2. Meetings should not disrupt ordinary library activities.
3. At the start of each meeting, the sponsor organization should identify emergency exits for attendees.
4. Illegal activities—including the use of alcohol or illegal and/or recreational drugs or the possession of weapons of any kind—are prohibited on Library property.
5. Smoking, vaping, and the use of smokeless tobacco are prohibited on Library property, both inside and outside of the building.
6. Organizations MAY NOT charge an entry fee to attendees.
7. No group or individual may solicit for donations within the library except the Broome County Public Library, Friends of Broome County Public Library, Broome County Historical Society, or partner organizations of the Broome County Public Library.

8. The meeting rooms are not completely soundproof. Please do not speak or use electronic devices at a volume that disturbs other patrons.
9. Drinks in closed containers such as covered cups, cans or water bottles are allowed unless noted. Light refreshments (i.e. cake, pizza, fruit or veggie tray) may be served in all rooms with the exception of the Creation Station.
10. Organizations are responsible for setup, clean up and leaving the room in standard configuration when they are done with the space. Any group not leaving the room in a reasonably clean and orderly condition will be notified that a second offense will result in the loss of future meeting room privileges.
11. **Use of the meeting rooms does not reflect the library's endorsement of any particular program, position, or purpose of any person or organization.** To that end, Meeting room users may not create public announcements, fliers or other materials implying that the library has endorsed any meeting room use, unless all parties have made a formal collaboration agreement in writing in advance.
12. Promotional materials should clearly indicate the name and contact information of the sponsor organizations and any organizations affiliated with the program.
13. Please do not put up any signage in the meeting room windows or on doors except for directional purposes.
14. Library meeting rooms may NOT be used for commercial purposes, solicitation of business, or non-BCPL fundraising. Examples of "commercial" activity include, but are not limited to: advertising or selling products, memberships, or services.
15. Any third parties presenting on behalf of the sponsor organization must be aware of the Broome County Public Library Meeting Room Policy, Code of Conduct, and safety regulations.

Scheduling

All meetings must be scheduled during normal operating hours and end by 7:30 p.m. Mon.-Thurs. or 4:30 Fri.- Sat. Exceptions are made for Library related meetings and the Broome County Board of Elections.

There is no fee for reserving and using BCPL Meeting Rooms. The room must be reserved for a minimum of one (1) hour and a maximum of four (4) hours/days. Reservations for periods longer than four (4) hours must get approval from the Broome County Public Library. Setup, cleanup, and restoring the room to standard configuration are the responsibility of the individual/group reserving the space. Time to accomplish these tasks must be included in the hours requested.

Reservations will be held for up to 30 minutes on the day of the meeting. (Holding the reservation beyond that is left to the library's discretion.)

Meetings must be completed and the room must be vacated 15 minutes before library closing time.

Organizations and individuals can make up to four (4) advance reservations per calendar month with no reservation made more than three (3) months in advance. More frequent reservations can be made at the discretion of the library.

If an organization must cancel its meeting, the Library must be notified of the change at least 24 hours in advance. Two missed meetings, without prior notice, may result in loss of future meeting room privileges.

Application Process:

Reservations for meeting rooms may be made via the BCPL website ([insert URL](#)) or by telephone (607-778-3829). If made by telephone, a representative of the sponsor organization, who has read and agrees with the policy, must submit the signed Meeting Room Reservation Form within 5 business days of confirmation of date to keep the reservation.

Liability:

The representatives of the Group, who are authorized to make such an agreement, 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.