

**Broome Country Public Library**  
**Board of Trustees**  
Regular Session Meeting Minutes – 07.14.22

**Members Present:** Jeffrey Boisvert, Peter DeWind, Jennifer Embree, Charmian Foster, JoAnne Hanrahan, Kate Miller-Corcoran, Sarah Glose

**Also Present:** Josias Bartram, Allen Buyck, Jennifer Church, Laura Haynes, Sherry Kowalski

**Members Absent:** Katie Bowers, Jill Kissick-Castro, Sara Tarricone, Emily Wall

**Call to Order:** Due to the connectivity issues of J. Hanrahan; P. DeWind called the meeting to order at 5:38pm on Thursday, July 7<sup>th</sup>.

**Public Comments:** None

**Amendments to the Agenda:** Meeting room policy discussion has been moved to the next board meeting.

**Minutes of Last Board Meeting:** C. Foster made a motion to approve the previous board meeting minutes, which was seconded by K. Miller-Corcoran. Passed unanimously.

**New Appointments:** Hannah Hertzler has tendered her resignation and Nicole Paolillo will be moving to fill the position of part-time clerk. The library now has an open Library Assistant position. Motion to accept the resignation of Hannah Hertzler by J. Boisvert, seconded by K. Miller-Corcoran. Approved unanimously. Motion for the appointment of Nicole Paolillo to the part-time clerk position made by J. Boisvert, seconded by C. Foster. Approved unanimously.

**New Business:**

*2023 Budget Proposal*

J. Bartram reports and positive and collaborative meeting with the county regarding the budget. Revenue, due to the Assigned Counsel program, is up, as is state aid. The contributions from the city have had the standard increase and our overall expenses are down, including county chargebacks; in part because of the custodial position that has been transferred to the library from DPW. Most of the increases seen with expenses are fairly small and due to inflation increases with outside contracts. J. Bartram is looking to expand the library administrative staff with an assistant director position and upgrading the part-time account clerk position to a full-time position. IT chargebacks have dropped tremendously and better reflects how we use said chargebacks. Motion to approve the budget as a whole made by S. Glose, seconded by K. Miller-Corcoran. Approved unanimously.

*MOU for the 911 Emergency Call Center*

J. Bartram mentioned that the names in the MOU have been corrected and that Patrick Dewing will attend a future meeting to discuss the relocation of the center to a location more beneficial to all parties.

#### *Community Foundation Grant and Kresge Grant*

The library received full amount (\$30k) that was requested. It will be used for an expanded STEAM literacy and bilingual story time program (English and Ukrainian), all through the Friends of the Library. Motion to move forward with this program made by J. Boisvert, seconded by J. Embree. Passed unanimously.

#### *Tioga Downs Grant*

J. Bartram mentioned that the next grant application is through the Tioga Downs Foundation, which funded our past accessibility initiatives (auto doors, special computers). The next focus will be for signage and accessible furniture. Partners from STICK and from Association for the Visual RE (AVRE) made suggestions such as high-contrast striping on stairs and moving the handicapped parking spaces closer to the front doors.

#### **Old Business:**

##### *"Exceptional Circumstances" Zoom Attendance*

We still need clearer language as part of our policy. It was noted that we need to keep accessibility in the forefront. It was suggested to look into how the city and county are handling this with AV technology.

#### *Construction Aid Grant*

J. Bartram noted that 2021-2022 grant is the one we are receiving funding for now. It has added over 100k to our project budget; which includes the main bathrooms and the exit to the garden from youth services. Motion to approve the revision (adding \$128,023) to the funding by P. DeWind, seconded by J. Boisvert. Passed unanimously.

#### **Director's Report:**

J. Bartram reports that the carpet installation is almost completely done and the painting work has been completed. The next step is finishing youth services and the old administrative suite. Security cameras are slated to be installed in August; we got an extension due to supply chain issues. Supplemental AC has been installed in the public lounge space of the rotunda.

#### **Friends Update:**

The permanent booksale room has been completed and had a great result from the first sale. The Friends are planning to have twelve sales a year, as opposed to seven. Updated MOU with the Friends is upcoming.

Motion to adjourn made by P. DeWind, seconded by K. Miller-Corcoran. Passed unanimously.

**Meeting ended at 6:41pm.**

*Respectfully submitted,  
Jeffrey Boisvert*

## 2022 NYLA Conference - total cost of attendance

	<b>Josias</b>	<b>Gill</b>	<b>Laura</b>	<b>Kelsey</b>	
Registration	220	220	230	230	
Travel	179		179		
Hotel	169	169	338	338	
Meals	80	80	120		
<b>Total</b>	<b>648</b>	<b>469</b>	<b>867</b>	<b>568</b>	<b>2,552</b>

<b>BROOME COUNTY PUBLIC LIBRARY POLICY &amp; PROCEDURE MANUAL</b>	SECTION	Public Services	<b>POLICY # 3210-0</b>
	EFFECTIVE	August 7, 2014	
	SOURCE	Adopted by the Board of Trustees	
	SUPERCEDES	October 13, 2009	

## **INTERLIBRARY LOAN POLICY**

### **PURPOSE OF INTERLIBRARY LOAN**

Interlibrary loan is a service provided to obtain materials from another library which are not available in the Broome County Public Library, for use by registered library borrowers and staff.

### **WHO MAY USE INTERLIBRARY LOAN**

Any registered borrower in good standing may use interlibrary loan.

### **LOCATION OF INTERLIBRARY LOAN**

Interlibrary loan assistance is available at the Reference Desk in Information Services and Youth Services.

### **MATERIALS AVAILABLE**

Books may be requested in accordance with Copyright Law. Most items missing from the library's collection may be obtained. Photocopies of periodical articles may be requested in accordance with Copyright Law and under the same policy as pertains to books.

### **MATERIALS NOT AVAILABLE**

The following types of materials cannot normally be requested thru interlibrary loan: books owned by this library and temporarily in use; periodical volumes; recent, unmicrofilmed newspapers, local history, genealogy; reference books, rare or valuable material, or military specifications.

### **MATERIALS NOT ABLE TO LOAN BY THIS LIBRARY**

The following types of materials cannot normally be loaned to other libraries: reference books, local history, genealogy (unless a circulating copy exists), microfilm of newspapers or periodicals, special collection material, entire issues of newspapers or periodicals.

<b>BROOME COUNTY PUBLIC LIBRARY</b>  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Public Services	<b>POLICY # 3210-0</b>
	EFFECTIVE	August 7, 2014	
	SOURCE	Adopted by the Board of Trustees	
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## INTERLIBRARY LOAN POLICY

### **HOW INTERLIBRARY LOAN WORKS**

All requests must be submitted in writing on forms supplied by the library or found on the BCPL website. Accurate and complete bibliographic citations should be supplied, along with the source of the citation. Requests for periodical articles should contain the article's author, its title, the periodical title, volume, issue number and date, and page numbers of the article. It is critical that the source of this citation be identified as well. The request may be returned to the borrower for more complete information.

Accurate personal information must be provided. All complete forms are processed by the library staff.

### **TIME**

Plan ahead when requesting materials. The time taken for an interlibrary loan to arrive depends upon the difficulty of the request, the proximity of the lending library, and the size of the backlog in interlibrary loan. Interlibrary loans could take several weeks to fill.

Materials borrowed from a 4CLS member library will usually be available within a week to ten days.

### **COST**

Broome County Public Library charges \$5.00 for each item requested to be paid at the time of request. Also, some libraries do not supply materials free of charge, and the requestor will be asked if he is willing to pay an additional fee to cover the lending library's fees.

### **LIMITATIONS**

The library staff reserves the right to determine the extent of the search for each request, depending on the type of material, cost of the material and other pertinent factors. Interlibrary Loan is intended for the borrowing of specific items. It shall not be utilized solely to determine the location of items outside the Four County Library System.

Borrowers may submit five requests at one time.

BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Public Services	POLICY # <b>3210-0</b>
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## INTERLIBRARY LOAN POLICY

### NOTIFICATION

The patron will be called when the material arrives. A postcard will be mailed if the requestor cannot be reached by phone or a message left within TWO days.

Materials borrowed will be held for the requestor for two weeks.

### LOAN PERIOD

The loan period for Interlibrary loan materials is determined by the lending library and varies greatly. Therefore, there will not be renewals of ILL materials.

### RESTRICTIONS

Lending libraries determine any conditions regarding the use of their materials. Limitations from the lending library such as "No Renewal" and "In Library Use Only" must be honored.

### RETURNING MATERIALS

All materials borrowed through this library's interlibrary loan must be returned to this library. Please leave the book band attached to the item.

Late return of materials jeopardizes the ability of the library to borrow from other libraries in the future. Abuse of ILL privileges through numerous late returns will result in a patron being barred from future ILL use.

## 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, 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 (*insert number*).
- The organization booking the room is responsible for supplying an interpreter if one is requested. *\*ADA compliance wording*
- 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 advance.
12. Promotional materials should clearly indicate the name and contact information of the sponsor organizations and any organizations affiliated with the program. If the name and address of the library is used for directional purposes, advertising should indicate clearly that the views of the organization do not represent that of the library.
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 to 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 (*insert number*). 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.*

**Public Library Construction Program  
Application Form**

Project Number 0386 -23 -0006  
Institution Broome County Public Library  
SEDREF Institution ID: 800000055021  
Project Title Security Office, Youth Services Desk, and Main Entrance

Library or System Name: Broome County Public Library  
Mailing Address: 185 Court Street  
Address:  
City, State, Zip: Binghamton NY 13901 3503  
County: Broome  
Director of Institution: Josias Bartram  
Title: Library Director  
Email: josias.bartram@broomecounty.us  
State Judicial District: 6 State Assembly Districts: 122 123  
State Senate Districts: 52 State Congressional Districts: 22  
FEIN #: 161594438 School District: Binghamton City Sd  
Public Library System: Four County Library System

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

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

**Coordinated Projects**

Is this application for a coordinated project? No

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

\*Building Name: Broome County Public Library  
\*Street Address: 185 Court St  
\*City: Binghamton  
\*State: NY  
\*Zip Code: 13901

**\*Building Type**

Main Library

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

Physical access: true

Program access: true

**Library building is:**

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

**Library site is:**

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

\*Date of initial construction of library building (yyyy). 2000

\*Number of floors. 2

\*Square footage of building. 72000

\*The building is designated a historic landmark. false

The building is in a historic district. false

The building is over 50 years old. false

Does your Project involve ground disturbance? false

If your project is exempt from SHPO according to Appendix A, please state the reason and cite the language from Appendix A which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.

Has SHPO determined that the library building was not eligible for the National Registry? false

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

This library is owned by a school District. false

Which school district? (if applicable):

The total cost of this project will exceed \$10,000. true

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

**Project Details**

Project Title Security Office, Youth Services Desk, and Main Entrance

Construction Project Manager (must be Library Staff or Board Member)

Name: Josias Bartram  
Phone (###-###-####): 607-778-6407  
E-mail: josias.bartram@broomecountyny.gov

Library Director

Name: Josias Bartram  
Phone (###-###-####): 607-778-6407  
Email: josias.bartram@broomecountyny.gov

Additional Contact Person

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

Name: Sherry Kowalski  
Phone (###-###-####): 607-778-3829  
Email: sherry.kowalski@broomecountyny.gov

Construction project application is for (select all that apply):

New Construction: false      Building Expansion: false  
Site Acquisition: false      Renovation/Rehabilitation: true  
Energy Conservation: false      Accessibility: false  
Safety: true      Broadband: false

Will the library's completed project require a local Certificate of Occupancy? false

**Estimated Project Costs**

a. Total Project Cost

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

\$209,930

b. Cost of Project for Which Funding is Being Requested

NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages.

\$209,930

c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% or 90% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match.

\$107,250

75% Maximum Request: \$157,448  
90% Maximum Request: \$188,937

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

**Timeframe (mm/dd/yyyy)**

This project is expected to start on or before: 11/01/2022

This project was/will be started on 11/01/2022 and is not complete at the time of this application.

(NOTE: If the project has not started yet, the start date above should be the same as the expected start date from

question 1).

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

04/30/2024

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

Project Number 0386 -23 -0006

Institution Broome County Public Library

Project Title Security Office, Youth Services Desk, and Main Entrance

<b>Fund Source</b>	<b>Description</b>	<b>Amount</b>
Library Operating Funds	Additional match funds to meet total project budget.	\$2,680.00
Library Capital Funds	Funded through the 2022 Broome County Capital Improvement Program. This funding is designated for door replacement and will serve as our match for the project.	\$100,000.00

**Public Library Construction grant program  
Project Budget**

Project Number 0386 -23 -0006

Institution Broome County Public Library

Project Title Security Office, Youth Services Desk, and Main Entrance

**Purchased Services Expenses**

<b>Service Type</b>	<b>Consultant/Vendor</b>	<b>Description</b>		
Contracted Services	The Smith Group	Renovate closet off rotunda into a security office		
<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>	
\$67,930	\$0	\$0	\$0	
<b>Service Type</b>	<b>Consultant/Vendor</b>	<b>Description</b>		
Contracted Services	Essential Construction	Children?s Circulation Desk		
<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>	
\$42,000	\$0	\$0	\$0	
<b>Service Type</b>	<b>Consultant/Vendor</b>	<b>Description</b>		
Contracted Services	Essential Construction	Library Main Entrance - Exterior Doors		
<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>	
\$100,000	\$0	\$0	\$0	
<b>Purchased Service Totals</b>				
<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>	
\$209,930	\$0	\$0	\$0	

**Supplies & Materials Expenses**

## Equipment Expenses

	<b>Grand Total</b>		
<b>Cost</b>	<b>AmtApproved</b>	<b>ExpSubmitted</b>	<b>ExpApproved</b>
\$209,930	\$0	\$0	\$0

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

Project Number 0386 -23 -0006

Institution Broome County Public Library

Project Title Security Office, Youth Services Desk, and Main Entrance

### **Project Abstract**

This project will add a new security office, move and replace our Youth Services desk, and replace both sets of doors at the front entrance.

### **Description of Project**

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

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

We are currently renovating our Youth Services Department with funding from the 2021-2022 State Aid For Library Construction Program. In order to optimize the space for public programs and day-to-day use—as well as improving safety and security—it is necessary to change the location of the Youth Services desk and to replace it with a new desk that is custom built to fit the new location.

Our main entrance has two sets of doors that are 22 years old and are no longer functioning adequately to protect the safety and security of our facility and provide an accessible environment for disabled patrons. This project would entirely replace both sets of doors along with the surrounding glass panels. As detailed in the budget narrative, this will be funded through the Broome County Capital Improvement Program and will serve as the match for the project. No award funds will be used for this purpose, and costs reimbursed by grant will not be funded by other bonds in the first instance.

### **Impact of Project**

In alignment with program priorities, this project will:

- Improve our security by renovating a closet at the entrance of our building to serve as our new Security Office, a change that was made possible by the upgrade of our security system with 2020-2021 State Aid For Library Construction funds.
- Increase the effectiveness of our Youth Services department by facilitating a new layout that optimizes the space for public programs and day-to-day use by our patrons, as well as improving safety and security, a change that builds on renovations funded by our 2021-2022 State Aid For Library Construction funds.
- Improve access for all library users, including those with physical disabilities, and address significant safety and security issues by replacing both sets of doors at the main entrance.

### **Timetable**

#### 2022

11/1 - Begin replacement of doors at main entrance

11/15 - Finish door replacement

#### 2023

8/15 - Obtain updated quotes from the Smith Group and Essential Constructs for security office and Youth Services desk

9/1 - submit project to the Broome County Legislature

10/1 - Begin construction

12/15 - Finish construction

### **Budget Narrative**

Renovation of the closet at the entrance of our building into our new Security Office will be completed by the Smith Group at a total cost of \$67,930 using award funds.

Relocation and custom construction of Youth Services desk will be completed by Essential Constructs. \$39,320 will be paid from award funds and \$2,680 will be paid from match funds to meet the total cost of \$42,000.

Replacement of both sets of doors and surrounding glass panels at the main entrance will be completed by Essential Constructs at a total cost of \$100,000. This will be funded through Broome County's Capital Improvement Program (see attached Certificate of Available Funds), and will serve as the match for this project. No award funds will be used for this purpose, and costs reimbursed by grant will not be funded by other bonds in the first instance.