



**Request for New Construction/Library Expansion
Approval Form**

This form is for application for all libraries within the Buffalo & Erie County Public Library (B&ECPL) System.

SUBMIT FORM TO: CHAIR, System Board of Trustees
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203

LIBRARY: _____ Member of B&ECPL System: ___YES ___NO

CONTACT INFORMATION (name, title, e-mail, telephone number):

*PROJECT DESCRIPTION: _____ New Construction** _____ Library Expansion

*NEW CONSTRUCTION STRATEGIC LOCATION STATEMENT: _____

*ESTIMATED TOTAL COST OF PROJECT: _____

*FUNDING SOURCE(S): _____

*FUNDRAISING PLAN (if applicable): _____

*OPERATIONAL NEUTRALITY: Please explain how this project will be expenditure neutral in the context of B&ECPL's overall operating budget. If operational cost neutrality is not obtainable, a [Waiver/Partial Waiver Request of Operating Cost Neutrality Form](#) is required. NOTE: The B&ECPL Board of Trustees will not approve any proposed project that might enhance the quality of library service in one area at the expense of service in another.

RESOLUTIONS OF COMMITMENT: The Library must submit with this form an official resolution of commitment from the municipality or from association members (for association libraries) and letters of support/commitment from community members, donors, or other relevant parties.

ACKNOWLEDGEMENT: We the undersigned, the President of the Board of Directors/Members and the Library Director of the applicant library, recognize and agree that the cost of constructing and equipping any new or expanded library is the sole responsibility of the applicant library and the applicant library shall operate in compliance with all applicable law and contractual commitments, including New York State Education Law, Not for Profit Law, Unconsolidated Laws section 6211-6225 and the annual contract between applicant library and the Buffalo & Erie County Public Library.

Applicant Library Board President: _____

Date Signed: _____

Applicant Library Director: _____

Date Signed: _____

*Additional information on this topic may be attached to this form.

**Include address and description of proposed location of new facility.

FOR SYSTEM BOARD OF TRUSTEES USE ONLY	
Project Approved ()	Signature: _____
Project Denied ()	Title: _____
	Date: _____