

Introduction to the State Aid for Public Library Construction Application

- FY2011-2012: \$14 million available for Public Library Construction in NYS.
- MHLS share: \$521,041
- Administered by the Division of Library Development through the public library systems

Eligible Projects:

Excerpted from: §90.12 State aid for library construction

(3) Library construction means:

- (i) the construction or acquisition of a building for library purposes including construction of a building for library purposes pursuant to a lease-purchase agreement or
- (ii) the renovation or rehabilitation of a building already owned by a library; or
- (iii) renovation or rehabilitation of a building to be leased for library purposes, including renovation or rehabilitation of a building for library purposes pursuant to a lease-purchase agreement.

(4) **Acquisition means** the purchase of a site and an existing building suitable for conversion to library purposes.

(5) **Renovation means** the overall improvement or conversion of an existing building, resulting in increased operational efficiency and economy.

(6) **Rehabilitation means** the restoration of an existing library building, exclusive of routine maintenance, with particular emphasis on energy conservation, accommodation for computer equipment, or access by physically handicapped persons.

Application Process:

- Respond to MHLS query, usually in the form of an Action Memo the director, about construction needs.
- Attend application workshop held by the Division of Library Development if offered.
- Division of Library Development releases applications, sets system deadline
- Systems set their own deadline that allows for time for review, corrections and ranking procedure to take place before DLD deadline
 - *MHLS may set additional eligibility requirements (i.e. response to a needs assessment survey or submission of a letter of application intent)*
- Application package [*Application may be online this year*]
 - Application
 - Narrative
 - Bid/Quote documents
 - Certification of available funds to finance the project
 - Certification of project approval from local government
 - State Environmental Quality Review (SEQR) Short Assessment Form
 - Photos
 - FS-20 (financial form)
 - *If building is 50+ years old: SHPO approval
 - *If you are a school district public library whose building is owned by the school district: SED approval
- MHLS staff reviews applications; MHLS board recommends awards.
 - 2010 MHLS Board Criteria as stated to member libraries: *“The MHLS Board will give highest priorities to projects that are part of an overall plan for building improvement. Although they did not rank priorities, they will look for applications that show energy savings (preferably in the context of a professional’s recommendations), increased space, and accessibility improvements.”*

Priorities Statement should be reviewed by the MHLS board at the March 2011 meeting.