

# Introduction to the State Aid for Public Library Construction Application

- FY2009-2010: \$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
  - 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: SED approval
- MHLS staff reviews applications; MHLS board ranks applications
  - Last 3 years applications were ranked by:
    - i. Increase in services
    - ii. Increase in access
    - iii. Energy conservation in the context of a professional's recommendations or with an historic preservation element

